

**RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LTD.**

**(CIN: U40109RJ2000SGC016485)**

**Office of Controller of Internal Audit,**

Vidyut Bhawan, Jyoti Nagar, Jaipur-302005

Tele: 0141-2747037/Fax: 0141-2740066

Email:- cont.int.audit@rvpn.co.in

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



**NOTICE INVITING TENDER (RVPN/AUDIT/2019-20/TN-01)**

RVPN invites sealed bids from CA Firms to conduct the Commercial Accounts Audit for all 32 Nos. accounting units (on quarterly basis / on half yearly basis) for the financial year 2019-20. The estimated cost of the work is Rs. 4.00 lacs. The tender will be received upto **2.30 PM** on **18.07.2019** at room No. 421, RVPN, Vidyut Bhawan, Jaipur. For further details may visit website [energy.rajasthan.gov.in/rvpnl](http://energy.rajasthan.gov.in/rvpnl) and [sppp.rajasthan.gov.in](http://sppp.rajasthan.gov.in).

UBN No. VPN 1920SSOB00576.

  
[S.K. Sharma]

Controller of Internal Audit



## Notice Inviting Tender

Sealed tenders are invited from the Chartered Accountants (CA) firms for Commercial Accounts Audit for all 32 Nos. accounting units (8 Nos. parental units on quarterly basis and 24 Nos. units on half yearly basis) for the financial year 2019-20.

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

### II. Terms and conditions

1. The prescribed tender form required for participation in NIT shall be obtained through an application cum KYC form (**enclosed at Annexure-“B”**) duly filled and signed. The tender forms along with Annexure, 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. **As per Rule 45(1) of RTPP Rules, 2013 “the sale of bidding documents shall be commented from the date of publication of Notice Inviting Bids and shall be stopped one day prior i.e. 17.07.2019 to the date of opening the bid (18.07.2019)”**.
2. Tender should be furnished in a one sealed big size envelope containing three separate smaller size envelopes mentioning as Bid Security / EMD alongwith KYC (Envelope No. I), Technical Bid duly filled up along with supporting documents for our verification (Envelope No. II) and Financial / Price Bid (Envelope No. III).
3. The tenders alongwith tender fee and bid security shall be received upto **2.30 PM** on or before **18.07.2019** 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 **25.07.2019 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 (Bid Security)**

- a). The tenderer(s) shall have to deposit Earnest Money/Bid Security Rs. 8,000/- (considering estimated cost of the work is Rs. 4.00 lacs approx.).
- b). The bid shall be submitted alongwith the required earnest money deposit (EMD) in the form of Demand Draft / Banker cheque in favor of the Sr. AO (EA-Cash), RVPN payable at 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-“C”**.
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. The number of offices of which audit to be conducted may be decreased or increased, in which case the remuneration / fess will also be accordingly adjusted based on per unit fees computed (total quoted rate of that zone / No. of units).
12. **The Zone-wise work order shall be awarded on the basis of lowest rate quoted by the CA firm(s) for each zone. As such rates are required to be quoted zone wise for commercial audit work as per bifurcation made in Annexure-“D”, “E”, “F” & “G”. In case two or more bidders quote same rates, the units of the zone for audit may be distributed between/amongst them.**



13. 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.
14. **RRVPNL right to accept or reject any or all Bids (rule 43(11) of RTPP Rules, 2013)**
- (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.
15. 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.



**16. Right to very 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.

**17. Payment procedure**

(i) After completion of the satisfactory work of audit for the entire financial year 2019-20, 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.

**18.** The decision of Director (Finance), RVPN, Jaipur will be final in case of all the disputes, differences question whatsoever arising between the Nigam and the supplier upon or in relation to or in connection with the supply.

**19.** 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.

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



**Scope of work for the Commercial Accounts Audit of RVPN**

1. Commercial Accounts audit for the financial year 2019-20 all 32 Nos. accounting units (8 Nos. parental units on quarterly basis i.e. April-19 to June-19, July-19 to September-19, October-19 to December-19 and January-20 to March-20 and 24 Nos. units on half yearly basis i.e. April-19 to September-19, October-19 to March-20).

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

Zone	Nos. of Units requiring		Total Units
	Quarterly Audit	Half-yearly Audit	
Jaipur	4	4	8
Ajmer	2	5	7
Jodhpur	2	8	10
Headquarter	0	7	7
<b>Total Units</b>	<b>8</b>	<b>24</b>	<b>32</b>

2. The Commercial Accounts Audit will be conducted strictly according to Addendum to Internal Audit Manual of Commercial Accounts. In addition to Note No. 3.14 of the addendum, the 100 % vouching of 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. **Requirement of minimum working days & inclusion of at least one qualified CA for audit**

The Commercial Accounts Audit of each unit will have to be carried out at the premises of the respective unit. At least 3 working days will have to be expended for audit work of each unit. The audit team must consist of at least one qualified CA.

4. **Period of execution works**

**(a) In relation to quarterly audit of 24 Nos. of accounting units**

The Commercial Accounts audit of first Quarter shall be commenced after 10<sup>th</sup> August, audit of second Quarter shall be commenced after



10<sup>th</sup>Oct, audit of 3<sup>rd</sup> Quarter shall be commenced after 10<sup>th</sup> Jan. and audit of 4<sup>th</sup>Quarter shall be commenced after 10<sup>th</sup> April, and the internal audit report for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>& 4<sup>th</sup> Quarter shall be submitted latest by 10<sup>th</sup>Sept., 10<sup>th</sup>November, 10<sup>th</sup> February and 30<sup>th</sup>April respectively.

**(b) In relation to half yearly audit of 8 Nos. of accounting units**

The Commercial Accounts Audit of 1<sup>st</sup> half shall be commenced after 10<sup>th</sup> Oct and audit of 2<sup>nd</sup> half year shall be commenced after 10<sup>th</sup> April and the internal audit report for 1<sup>st</sup> and 2<sup>nd</sup> half year shall be submitted latest by 10<sup>th</sup> November and 10<sup>th</sup> May respectively.

5. 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.
6. Auditors shall also report on compliance of internal audit observations outstanding as at the end of the previous Quarter / half year.
7. 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.
8. Guideline issued by the ICAI (CA institute) is also to be strictly followed during checking/audit of accounts of the concerned unit of RVPN.
9. The Internal Auditor will ensure that the information obtained in respect of the working/operation of the unit is maintained in strict confidence and secrecy at all times, including after the completion of the assignment. All such information shall remain exclusive property of RVPN at all the times. A certificate towards maintaining confidentiality is to be provided by the audit firm at the time of acceptance of Audit assignment.



**Annexure-“B”**

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

**Application for bidding documents cum KYC of the Tenderer CA Firm**  
**(Required for receiving Tender Fees to be providing in two copies)**

The Controller of Internal Audit,  
R.R.V.P.N. Ltd.,  
Jaipur.

**Sub:- Requirement of tender forms (bidding documents) for Commercial accounts audit of 32 Nos. units for the year 2019-20.**

**Ref:- NIT No. RVPN/AUDIT/TN- 01/2019-20 & UBN No.**  
**VPN 1920.SSOB00576** .

Respected Sir,

With reference to above, it is submitted that we want to participate in your above tender and ready to deposit the required fees Rs. 1,180/- (Rs. 1,000/- plus GST @ 18% i.e. Rs. 180/-). Therefore please arrange to issue the receipts (A-9) along with GST invoice and provide the bidding documents.

Our KYC details are as under:-

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



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

**Signature  
CA Firm and Seal**

**For office use only:-**

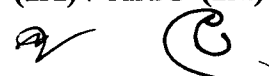
In view of above application, please note the following further details for your reference:-

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

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

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

**DD (IA) / AAO (IA)**



**Annexure-"1"**REAL TIME GROSS SETTLEMENT (RTGS) / NATIONAL ELECTRONIC FUND  
TRANSFER (NEFT)

From:- M/S .....

.....

To,

The Controller of Internal Audit

RRVPL,

JAIPUR

Sub: - RTGS/NEFT Payments.

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

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

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

Confirmed by Banker



Signature of Firm with Stamp &amp; Address

**Annexure-“C”**

**2. Technical Qualification ( As on 1<sup>st</sup> April, 2019)**

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

**List of Commercial Accounts Audit offices/Units of Jaipur zone**

<b>Accounting office</b>	<b>Frequency of Audit</b>	<b>Zone-wise Quoted remuneration to be considered equally for each unit for the year 2019-20</b>
1). SE (T&C), Jaipur City, Heerapura, Jaipur	Quarterly	
2). SE (T&C), Rural, Heerapura, Jaipur [including ACOS (T&C) and XEN (M&F), Heerapura, Jaipur]	Quarterly	
3). SE (T&C), Alwar	Quarterly	
4). SE (T&C), Bharatpur	Half-yearly	
5). SE (T&C), Hinduan	Half-yearly	
6). SE (T&C), SawaiMadhopur	Half-yearly	
7). SE (T&C), Kota	Quarterly	
8). AAO (RPS-JS), Kota	Half-yearly	
<b>Total of the Zone (in figures)</b>		<b>Rs.</b>
<b>Amount in words</b>		



**Annexure-“E”**

**List of Commercial Accounts Audit offices/Units of Ajmer zone**

<b>Accounting office</b>	<b>Frequency of Audit</b>	<b>Zone-wise Quoted remuneration to be considered equally for each unit for the year 2019-20</b>
1). SE (T&C), Ajmer [including ACOS (T&C), RVPN, Beawar]	Quarterly	
2). SE (T&C), Bhilwara	Half-yearly	
3). SE (T&C), Merta	Half-yearly	
4). SE (T&C), Babai	Half-yearly	
5). SE (T&C), Sikar	Half-yearly	
6). SE (T&C), Udaipur	Quarterly	
7). SE (T&C), Chittorgarh	Half-yearly	
<b>Total of the Zone (in figures)</b>		<b>Rs.</b>
<b>Amount in words</b>		

List of Commercial Accounts Audit offices/Units of Jodhpur zone

Accounting office	Frequency of Audit	Zone-wise Quoted remuneration to be considered equally for each unit for the year 2019-20
1). SE (T&C), Jodhpur. [including ACOS (T&C), RVPN, Jodhpur]	Quarterly	
2). SE (T&C), Bhadala	Half-yearly	
3). SE (T&C), Kankani	Half-yearly	
4). SE (T&C), Barmer	Half-yearly	
5). SE (T&C), Jaisalmer	Half-yearly	
6). SE (T&C), Ramgarh	Half-yearly	
7). SE (T&C), Sirohi	Half-yearly	
8). SE (T&C), Hanumangarh	Half-yearly	
9). SE (T&C), Bikaner	Quarterly	
10). SE (T&C), Ratangarh	Half-yearly	
<b>Total of the Zone (in figures)</b>		<b>Rs.</b>
<b>Amount in words</b>		



**Annexure-“G”**

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

<b>Accounting office</b>	<b>Frequency of Audit</b>	<b>Zone-wise Quoted remuneration to be considered equally for each unit for the year 2019-20</b>
1). Sr. AO (EA-Cash), Jaipur	Half-yearly	
2). Sr. AO (CPC), Jaipur	Half-yearly	
3). Sr. AO (Budget), Jaipur	Half-yearly	
4). Sr. AO (SLDC), Jaipur	Half-yearly	
5). Sr. AO ( RE & HQ), Jaipur	Half-yearly	
6). AO (P&C), Jaipur	Half-yearly	
7). AO (ISM), Jaipur	Half-yearly	
<b>Total of the Zone (in figures)</b>		<b>Rs.</b>
<b>Amount in words</b>		

av C