



Maharashtra State Electricity Transmission Company Ltd.

CIN NO.U40109MH2005SGC153646

Application
For
Empanelment as
Internal Auditor
for FY 2014-15 & 2015-16

OPENING DATE FOR SUBMISSION OF EMPANELMENT APPLICATION	18-07 -2014 (10.00 hrs onwards)
CLOSING DATE FOR SUBMISSION OF EMPANELMENT APPLICATION	08-08-2014 (upto 16.30 hrs)
DATE OF OPENING OF ENVELOPES CONTAINING EMPANELMENT APPLICATIONS	11-08-2014 (on 14.30 hrs)

[Cost of Application Form Rs. 1,050/-]

Sign and Seal of the Firm with Regn. No.
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SECTION - I

NOTICE INVITING APPLICATIONS FOR EMPANELMENT OF FIRMS OF CHARTERED ACCOUNTANTS FOR ALLOTMENT OF INTERNAL AUDIT FOR THE FINANCIAL YEAR 2014-15 & 2015-16 AND TERMS & CONDITIONS

Sealed offers are invited from the firms of Chartered Accountants for conducting internal audit of various offices of MSETCL for F.Y. 2014-15 & F.Y. 2015-16.

Opening Date of Application Submission : 18-07-2014 (10.00 hrs onwards)
Closing Date of Application Submission : 08-08-2014 (upto 16.30 hrs)
Cost of Application Form : Rs. 1,050/- (including VAT)

Note :-

- 1) Complete application document including Form-1, Form-2 and Form-3 has to be downloaded from website www.mahatransco.in. Interested CA firms shall take print-out of the entire document, sign on each page and fill up the Form-1, 2 and 3. After this, paste Form-3 on the covering envelope and submit the entire document with filled up forms along with supporting documents at Office of **Chief General Manager (F&A), 6th Floor, Prakashganga, MSETCL, Plot No. C-19, E Block, Bandra-Kurla Complex, Bandra (East), Mumbai – 400 051** by registered post/hand delivery so as to reach before time of submission stated here above.
- 2) The complete set of documents including application, forms and annexures, should be serially numbered from start to the end. While filling up details in Form-2 regarding “Marks as per CA firm”, the firm should write the page number(s) of documents on the basis of which such marks are claimed in the adjacent column named as “ Page Reference No.” for verification by MSETCL.
- 3) Brief Details of Internal Audit of MSETCL are given Section – II.
- 4) Scope of the Work shall be as per Section – III.
- 5) Zonewise location and Office details are given in Section – IV.
- 6) Qualifying requirements shall be as per Section – V.
- 7) Lump sum Fees plus Service Tax for each Audit Unit shall be as per Section – VI.
- 8) Evaluation Criterion for Ranking of qualified firms shall be as per Section – VII.
- 9) For any clarifications, CA firms may contact **Mr.Anand Dalvi, Sr.Manager (F&A), Mob.No. 96198 92045.**
- 10) Cost of the application form i.e. Rs. 1,050/- shall be payable by DD, drawn on any scheduled bank, in favour of “Maharashtra State Electricity Transmission Company Limited”, payable at Mumbai along with the application.
- 11) The applications shall be opened on 11-08-2014 at 14.30 Hrs. The applicants or his authorized representatives may attend the same, if so desires.

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- 12) The applications will be opened at the office of **General Manager (F&A), Internal Audit Section, Sector-1A, MSEB Power House, 1st Floor, Old SLDC Building, Thane-Belapur Road, Airoli, Navi Mumbai – 400 708.**
- 13) Eligible firms as per Section-V will be ranked on the basis of Criterion for Evaluation as mentioned in Section-VII. On the basis of ranking of the firms, MSETCL will determine the cut-off score above which all firms will be called for interview and/or presentation for adjudging the suitability of the firm for conducting internal audit of MSETCL. Based on the Interview/presentation, the firms will be empanelled and few firms will be selected out of the panel for allotment of Internal audit work for F.Y. 2014-15 and F.Y. 2015-16. For further years after F.Y. 2015-16, MSETCL may consider utilising the services of same / other firms from the panel. The decision of MSETCL will be final and binding in this regard.
- 14) The intimation will be sent to the firm about allotment by sending letter and e-mail on the E-mail ID mentioned at Sr. No. 2 in Form No. 1 on same day. The firm should intimate its acceptance by sending acceptance letter by post so that it reaches within 7 days from the date of sending intimation or through e-mail ID mentioned at Sr. No. 2 in Form No. 1 addressed to gmiaudit@mahatransco.in with cc to cgmfi@mahatransco.in within 7 days from the date of sending intimation. If the acceptance is not received within 7 days or it is declined by the CA firm, the assignment will be re-allotted to another firm from the panel.
- 15) After receiving acceptance of the firm for particular Audit Groups, the proposal for appointment will be put up to the Board of Directors for their approval and Appointment Letter will be issued thereafter. In case, the proposal is not approved by the Board of Directors, no assignment shall be awarded and the CA firm(s) will not have any right in this regard.
- 16) Time being the essence of the contract all the Internal Audit shall be completed within scheduled dates i.e. 31st Dec for I half of Financial year and 31th May for II Half of Financial year. It is also expected that the Internal Audit has to commence immediately w.e.f. the award of the work.
- 17) Payment of annual audit fees will be made 40 % on acceptance of I half-yearly audit report and 60 % on acceptance of II half-yearly audit report.
- 18) Few offices may be closed / added under any zone or Corporate Office. The audit of offices newly added, if any, is also to be done by the selected auditor. No increase in audit fees / separate audit fees shall be paid for these offices.
- 19) Internal audit of the allotted Audit Unit is to be done by the own staff / partners of the firms. Any form of sub-contracting the work is not allowed and will lead to cancellation of the allotment. The man-days mentioned at Section VIII are minimum for the CA firm for attending MSETCL offices.

- 20) If the audit is not upto the satisfaction of MSETCL, either the firm will be asked to re-audit or the assignment will be re-allotted to another firm from the panel. Similar action will be taken, in case assignment is cancelled by MSETCL due to non-observance of Terms and Conditions by the firm or in case firms withdraws itself suo-motto from the allotted assignment. Further, MSETCL may also decide to debar the firm for next 3 years.
- 21) The performance of the empanelled firms would be periodically reviewed, at least once a year and if found unsatisfactory, the Company may remove the name of the Audit firm from the panel for a minimum period of three Years. The empanelled firms may be de-empanelled at the Company's sole discretion. If the performance of the auditor is found unsatisfactory or any serious act of omission or commission is noticed in their working or it is found that eligibility conditions were not met initially but work was taken by providing wrong / hiding information, their appointments may be cancelled at any point of time. If felt necessary, the matter may be reported to ICAI for necessary action.
- 22) For the year of audit and for a period of three years from the submission of internal audit report, no assignment apart from internal audit shall be accepted, either by the firm or by its partners or relatives (husband, wife, brother or sister or any lineal ascendant or descendant) of the partners of the firm or by its associates.
- 23) Any dispute shall under the jurisdiction of the courts situated in Mumbai.
- 24) MSETCL reserves the right to amend or discontinue the empanelment process or to cancel any or all the applications without assigning any reason.

SECTION - II

ABOUT MSETCL AND INTERNAL AUDIT

Maharashtra State Electricity Transmission Company Limited (MSETCL) has been formed to plan, build, operate and maintain the state transmission system in the state of Maharashtra to facilitate transmission of electricity from its source to load centres in a secured, reliable and economic manner for the best services to the consumers & society and generate reasonable returns.

MSETCL is operating from seven (7) zones consisting of circles which are further divided into divisions. Audit firms have to conduct Internal Audit of zones consisting circles / divisions. Apart from it, audit of State Load Dispatch Centre (SLDC) and Corporate Office is to be conducted. Hence, there are total NINE audit units which are further grouped into FOUR AUDIT GROUPS as per SECTION VI based upon Geographical location of the audit units. One Audit Group will be allotted to one firm.

In order to meet the organizational objectives, it is necessary to conduct internal audit of its offices to assess / review / recommend / comment whether accounting / financial / operational / maintenance systems are reliable / effective / efficient & to assess whether they are properly followed. It is also necessary to verify that the system of internal check is effective in design & operation in order to ensure prevention of / early detection of misappropriation / fraud / misapplications / irregularities / negligence, etc. This process is expected to serve as continuous source for improving operational control & efficiency and to ensure a strict internal control system commensurate with the size of the organization.

SECTION - III

SCOPE OF ASSIGNMENT

The following are the broad areas where the internal control is required to make certain the effective business functioning of the organization.

- I. Review of purchases (supply & services) procedure (100% check).
- II. Review of works orders procedure (100% check).
- III. Review of Administrative approvals granted in reference to justified requirement of works, the basis (rates) of estimation, GO1 etc. (100% check).
- IV. Review of Technical sanctions as per GO1 etc. (100% check).
- V. Review of R&M & CAPEX budget (100% check).
- VI. Review of passing/audit of bills for supply (50% check).
- VII. Review of passing/audit of bills for works (100% check).
- VIII. Review of price variation claims (100% check).
- IX. Review of payment of advances & its' recovery / interest charging thereon (100% check).
- X. Review of proposals of "time limit extension" & refund of retentions / LD / penalty, etc. (100%).
- XI. Review refund of EMD/SD (100%).
- XII. Cash/bank transactions accounting.
- XIII. Fund management.
- XIV. Payment of statutory dues and filing of returns.
- XV. Capitalization of fixed assets.
- XVI. Physical verification of fixed assets.
- XVII. Inventory management (stores accounting).
- XVIII. Physical verification of inventory.
- XIX. Employee transactions.
- XX. Review of internal control process.
- XXI. Any other important issue from proprietary point of view.

Note : Company reserves the right to modify the scope of assignment, as per the requirements without any change in the fees determined.

Other activities to be attended as part of Internal Audit :-

1. Attending the concerned stores/site stores at the time of annual inventory taking as per intimations of concerned Zonal CEs in co-ordination with AGM (F&A) of Zone and sign the inventory reports jointly with our officials. Comment upon methods/procedure adopted for inventory verification, give suggestions required for improvement, if any.
2. Attending meeting with Board, Statutory Auditors and Management as required.
3. Comments on compliance report submitted by the concerned offices for previous Internal Audit Report.
4. Attend any other work assigned by the Management or commented by the statutory auditors in their report (CARO) regarding Internal Audit.

SECTION – IV

Details of Zonewise location and offices

SR. No.	ZONE/CIRCLE /DIVISION
1.	EHV O&M and Construction Zone AURANGABAD
i)	EHV O&M Circle, Aurangabad
	EHVO&M,Dn., Aurangabad
	400 KV R.S. Aurangabad (Walunj)
	EHV O&M, Parbhani
	Telecom Division, Aurangabad
	TCC Division, Aurangabad
	Testing Division, Latur
	Testing Division, Nanded
ii)	EHV O&M Circle, Parali-Vaijnath
	400 KV R.S. Division, Giravali
	EHV O&M. Division, Latur
	EHV O&M. Division, Beed
	EHV O&M. Division, Nanded
iii)	EHV Const. Circle, Aurangabad
	EHV Const.Dn, Aurangabad
	EHV Const. Division, Nanded
	EHV Const. Division, Latur
iv)	EHV Civil Constn. Cum Maint.Circle, Aurangabad
	EHV CCCM.Division, Parbhani
	EHV CCCM. Division, Aurangabad
	EHV CCCM., Latur
v)	Major Stores, Aurangabad
	Major Stores, Osmanabad

2.	EHV O&M and Construction Zone NASHIK
i)	EHV O&M ,Circle Nashik
	EHV O&M Division, Nashik
	EHV O&M Division, Babhaleshwar
	400 KV RS Division, Babhaleshwar
	Telecom Division, Nashik
	TCC Circle, Nashik
	Testing Division, Nashik
ii)	EHV O&M Circle, (Khadka) Bhusawal
	EHV O&M.Dn, Dhule
	400KV RS Dn, (Khadka) Bhusawal
	400KV RS Dn. Dhule (Kundane)
	EHV O&M Division, Jalgaon
iii)	EHV Const. Circle, Nashik
	EHV Const.Dn, Nashik
	EHV Const. Division, Jalgaon
iv)	EHV Civil Const. Cum Maint Circle, Nashik
	EHV CCCM Dn, Nashik
	EHV CCCM Division, Jalgaon
v)	Dhule (Kundane) Major Stores
3.	EHV O&M and Construction Zone VASHI
i)	EHV O&M Circle, Kalwa
	EHV O&M Division, Bhandup
	EHV O&M Division, Kalwa
	EHV O&M Division, Boisar
	EHV Testing Division, Kalwa
	400 KV RSDivision, Kalwa
	Major Stores ,Panvel

ii)	EHV O&M Circle, Panvel
	400 KV RS Division, Nagothane (T)
	400 KV O&M Division, Kharghar (T)
	EHV O&M.Dn, Panvel
	EHV O&M.Dn, Mahad
	EHV O&M. Division, Dombivali
	Telcom Division, Kalwa
iii)	EHV Const.Circle, Kalwa
	EHV Const.Dn, Kalyan
	EHV Const. Division, Panvel
	EHV Lines Const. Division, Kalwa
iv)	HVDC RS O&M Circle, Padghe
	HVDC Telecom Dn, Jalna
	500 KV HVDC TL O&M. Division, Rajgurunagar
	400 KV RS O&M Division, Padghe (T)
v)	EHV Civil Const. Cum Maint. Circle, Airoli
	EHV Civil Const. Cum Maint.Dn, Airoli
	EHV Civil Const. Cum Maint. Division, Panvel
vi)	Testing and Communication Circle ,Vashi
4.	EHV O&M and Construction Zone NAGPUR
i)	EHV O&M Circle, Nagpur
	EHV O&M.Dn, Nagpur
	EHV O&M., Bhandara
ii)	EHV O&M Circle, Chandrapur
	EHV O&M .Dn, Ballarshah
	Testing Dn. Ballarshah (T)
	EHV O&M ., Wardha
iii)	HVDC RS O&M Circle, Chandrapur

	HVDC TL O&M.Dn, Chandrapur
	400KV RS O&M Dn.,Chandrapur (T)
iv)	EHV Const. Circle, Nagpur
	EHV Lines Const.Dn, Nagpur
	EHV Sub-Stn. Const., Nagpur
v)	EHV Civil Constn. Cum Maint.Circle, Nagpur
	EHV Civil Const.Dn, Nagpur
	EHV Civil Const. Cum Maint, Chandrapur
vi)	M.S. Wardha
5.	EHV O&M and Construction Zone AMRAVATI
i)	EHV O&M Circle, Amravati
	EHV O&M.Dn, Amravati
	EHV O&M, Akola
	400KV RS Dn., Akola
	Major Store, Badnera
ii)	EHV Civil Const. Cum Maint.Circle, Amravati
	EHV CCCM Dn, Amravati
	EHV CCCM Dn, Akola
iii)	EHV Constn.Circle, Amravati
	EHV Lines Const.Dn, Amravati
	EHV s/s construction, Amravati
6.	EHV O&M and Construction Zone KARAD
i)	EHV Const. Cum O&M Circle, Karad
	EHV O&M.Dn, Karad
	Telecommunication Dn., Karad (T)
	Testing & communication circle, Karad (T)
	400KV RS O&M Dn., New Koyana (T)

	EHV O&M.Dn, Sangli
	400 KV RS O&M, Karad (T)
	Major Store, Karad
ii)	EHV Civil Const. Cum Maint.Circle, Kolhapur
	EHV Civil Const.Cum Maint. Dn., Kolhapur
	EHV Civil Const. Cum Maint., Sangli
	EHV CCCM Dn., Ratnagiri (T)
iii)	EHV Const.Circle, Kolhapur
	EHV Lines Const.Dn, Kolhapur
	EHV Const., Sangli
iv)	EHV O&M Circle, Kolhapur
	EHV O&M Dn., Kolhapur
	Testing Division, Kolhapur (T)
	400 KV RS Dn., Talandage (T)
7.	EHV O&M and Construction Zone PUNE
i)	EHV Const.Circle, Pune
	MSS Const.Dn, Pune
	EHV Lines Const., Pune (except EHV Civil Sub. Satara & Kolhapur)
ii)	EHV O&M Circle, Pune
	EHV O&M., Pune
	400 KV RS., Lonikand
	Receiving Stn., Pune
iii)	EHV Civil Const. Cum Maint.Circle, Pune
	EHV Civil Const. Cum Maint.Dn, Solapur
	EHV Civil Const. Cum., Maint., Pune
iv)	M.S. Baramati
v)	EHV O&M Circle Solapur
	EHV O&M Dn., Solapur

8.	Corporate Office, BKC, Bandra, Mumbai
i)	S. B. Section
ii)	H. O. Accounts Section
iii)	W & M Section
iv)	Cash Section
v)	CAPEX Section
vi)	Loan Section
vii)	C&M Section
viii)	STU Section
ix)	P&D Section
x)	CPA Section
9.	SLDC
i)	SLDC Kalwa, Navi Mumbai clubbed with Vashi Zone
ii)	ALDC Ambazari clubbed with Nagpur Zone.

Notes:-

1. The (T) indicates the Truncated Division Office, where the books of accounts are not maintained and its' transactions are accounted for at Circle Office level. However, the proposals of orders placed by Truncated Divisions are kept in that office only and Auditors shall check the same invariably.
2. The no. of sub-offices may varies due to creation or closure of any office(s) during the Audit period, however, the Audit Fees will remain the same in that case.

SECTION - V

QUALIFYING REQUIREMENT

The interested CA firms are advised to read and understand the eligibility criteria mentioned below before submitting their EMPANELMENT APPLICATION:-

1. The CA firm should have minimum experience of 10 years from the date of commencement of the firm.

(Copy of self attested registration certificate is required to be submitted)

2. The CA firm should have at least three (3) partners with at least one FCA partner as on the date of EMPANELMENT APPLICATION submission. (Copy of self attested relevant documents from ICAI is required to be submitted)

OR

The CA firm having two (2) partners with at least one FCA partner plus atleast one (1) employee as qualified CA as on the date of EMPANELMENT APPLICATION submission. (Copy of self attested relevant documents from ICAI is required to be submitted)

OR

Proprietorship CA firm should have FCA proprietor with at least two (2) employee as qualified CA as on the date of EMPANELMENT APPLICATION submission. (Copy of self attested relevant documents from ICAI is required to be submitted).

3. The minimum annual turn-over of the interested CA firm for FY 2012-13 or 2013-14 (any 1 year) and minimum No. of employees shall be as under:-

Sr.	Firm Registered address in City	Annual Turnover	Minimum Working Strength [i.e. Partner/Proprietors/Empl.]	
			CAs	Article Clerks + Other Employees
a)	Mumbai	Rs. 50/- lakhs	3	10
b)	Pune, Aurangabad, Kolhapur, Nagpur, Nashik, Navi-Mumbai, Thane	Rs. 25/- lakhs	3	10
c)	Other Cities in Maharashtra	Rs. 15/-lakhs.	3	10
d)	Other than (a), (b) & (c) above	Rs. 50/-lakhs.	3	10

Note:- For Annual Turnover, the copies of audited financial statements along with Income Tax Return acknowledgements shall be submitted. For no. of Minimum Employees, copy of self attested relevant documents shall be submitted.

4. The CA firm should have conducted internal audits of the following organizations in any 2 years on or after financial year 2009-10:-
- The Private Ltd. Company / Public Ltd. Company / Autonomous Bodies / Statutory Body each with annual turnover of Rs.250 Crore or above, preferably with multi locations / offices / branches / units.

OR

- The State/Central PSU registered under the Companies Act (excluding Banks/NBFCs) with annual turnover of Rs. 500 Crore or above preferably with multi locations/offices/branches/units.

The annual turn-over for each of the Autonomous Bodies / Statutory Bodies / PSUs shall be as per their Audited Financial Statements for any financial year falling from 2009-10 to 2013-14. The copies of self attested appointment letters from above organizations should be enclosed.

5. The firm and its proprietor / partners should not have been currently debarred by MSETCL or debarred by any other PSU or ICAI due to poor performance / breach of agreement / misconduct during last 5 years. Neither, the CA firm should suffer from any disqualification for the Internal Audit assignment under provision(s) of any rule / law of land.

SECTION - VI
SCHEDULE OF AUDIT FEES

Audit Group	Name of Audit Group	Audit Fees (Rs. In Lakh) p.a.
I	Amravati Zone Nagpur Zone SLDC, Ambazari	1.50 2.25 <u>0.10</u> 3.85
II	Aurangabad Zone Nashik Zone	2.00 <u>2.25</u> 4.25
III	Pune Zone Karad Zone	3.50 <u>1.50</u> 5.00
IV	Vashi Zone SLDC, Airoli Corporate Office	3.25 0.15 <u>1.50</u> 4.90

Notes:-

1. The Audit Group-wise Audit Fees given above is inclusive of all out of pocket expenses and only Service Tax will be paid extra as applicable subject to submission of valid Tax Invoice.
2. The fees are determined in consideration to the approximate work load and no request for increase of fees will be entertained by MSETCL.
3. In case, the SLDC Offices referred in I & IV are separated from MSETCL in future, they will be deleted from scope of work order with due reduction in the fees stated against SLDC offices.

SECTION - VII

CRITERION FOR EVALUATION

Sr. No.	Particulars	Points to be allotted	Max. Marks
1.	No. of years of Experience	0.75 point per year from date of commencement of the firm	15
2.	No. of partners / Qualified Staff i.e. full time CA employee / proprietor	2.5 points per partner/employee/proprietor	15
3.	No. of semi-qualified Staff (CA Inter / ICWA Inter)	0.50 points per staff	10
4.	Experience of Internal Audit of PSUs registered under Companies Act with Turnover of Rs.500 crore or above (during latest past 5 years i.e. upto and including F.Y 2013-14) (excluding Bank Audit / NBFC Audit)	15 marks per company per year	75
5.	Location of the firm	Head Office in Maharashtra – 5 marks Branch Office in Maharashtra – 2.5 per branch (In case of more than 1 branch in same city, only 1 branch will be counted. Similarly, if H.O. and Branch (s) in same city, only H.O. will be counted.)	10
		Total	125

SECTION - VIII
MINIMUM MAN-DAYS FOR ASSIGNMENT (PER ANNUM)

Sr. No.	Name of the Zone	Presence of 2 Assistants (in Days)	Presence of qualified CA (in Days)
1	Aurangabad	118	30
2	Amaravati	82	21
3	Nagpur + SLDC (Ambazari)	138	34
4	Nashik	129	32
5	Pune	210	53
6	Vashi + SLDC (Airoli)	191	48
7	Karad	91	23
8	Corporate Office	90	23

FORM 1

FORM FOR SATISFYING QUALIFYING REQUIREMENTS

(The details to be submitted in separate sealed envelope before the closing date of this NIT)

Sr.	Particulars	Details		
I General Information				
1.	Name of the CA Firm	:		
2.	Registered / Main Office Address / Contact Nos., E-Mail ID, etc.	:		
3.	Name of Nodal Partners and contact Nos.	:		
4.	No. of Branches in Maharashtra [Attach a list along with address]	:		
II Eligibility Criteria				
1.	The details of cost of application form paid – DD Amount and Date	:		
2.	The details of cost of application form paid – DD Number and Bank's Name	:		
3.	Date of registration of CA firm with ICAI [Encl. copy of firm registration letter of ICAI]	:		
4.	No. of years of experience	:	Years	
5.	Total No. of Partners & No. of FCA partners [Encl. copy of partnership deed and their Certificate of practice]	:	Total FCA	Nos. Nos.
6.	Whether the proprietor is FCA; if proprietary firm.	:		(Yes / No)
7.	No. of CA Employees [Encl. copy of appointment letters]	:		Nos.
8.	No. of Article Clerks/Semi-qualified staff [Encl. copies of Identity Cards/Mark Sheets issued by Institute]	:		Nos.
9.	No. of Other employees [Encl. supporting documents]	:		Nos.
10.	Whether the CA firm has its registered/main Office in Maharashtra i.e. Mumbai /Pune/ Nagpur/Nashik/Kolhapur/Aurangabad/Amravati [Encl. letters from ICAI]	:		(Yes/ No)
11.	Whether the CA firm have required experience of conducting internal audit of Private Ltd. Company/Public Ltd. Company/ Autonomous Bodies/Statutory Body/ State or Central PSUs registered under the Companies Act (excluding Banks/NBFCs) having required turnover. [Provide list of organization along with their financial year-wise turnover and enclose the appointment letters]	:	Organisation	Year Turnover
12.	Annual turnover of CA firm for any one year (Enclose audited financial statements and copies of IT Returns)	:		
	FY 2012-13 :		Rs.	Lakh
	OR			
	FY 2013-14 :		Rs.	Lakh
III PREFERENTIAL ORDER OF AUDIT GROUP i.e. AUDIT UNITS (Ref. Section-VI)				
			1 st Preference	- Audit Group No.
			2 nd Preference	- Audit Group No.
			3 rd Preference	- Audit Group No.
			4 th Preference	- Audit Group No.

Note:- The bidder shall enclose all relevant documents in support of technical eligibility.

Sign and Seal of the Firm with Regn. No.

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FORM 2

Details for Evaluation

Sr. No.	Particulars	Points to be allotted	Max. Marks	To be filled by CA firm		Marks Obtained (to be filled by MSETCL official after document verification)
				Marks (subject to verification by MSETCL)	Page Reference Number	
1.	No. of years of Experience	0.75 point per year from date of commencement of the firm	15			
2.	No. of partners / Qualified Staff i.e. full time CA employee / proprietor	2.5 points per partner /employee/proprietor	15			
3.	No. of semi-qualified Staff (CA Inter / ICWA Inter)	0.50 points per staff	10			
4.	Experience of Internal Audit of PSUs registered under Companies Act with Turnover of Rs.500 crore or above (during latest past 5 years i.e. upto and including F.Y 2013-14) (excluding Bank Audit / NBFC Audit)	15 marks per company per year	75			
5.	Location of the firm	Head Office in Maharashtra – 5 marks Branch Office in Maharashtra – 2.5 per branch (In case of more than 1 branch in same city, only 1 branch will be counted. Similarly, if H.O. and Branch (s) in same city, only H.O. will be counted.)	10			
		Total	125			

Sign and Seal of the Firm with Regn. No.
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FORM 3

(To print, fill Sender's information and paste it on the envelope in which entire application document, Form 1 and Form 2 are kept)

APPLICATION FOR EMPANELMENT FOR **INTERNAL AUDIT** OF MSETCL FOR
F.Y. 2014-15 AND F.Y. 2015-16



To,
Chief General Manager (F&A),
6th Floor, Prakashganga,
Plot No. C-19, E Block,
Bandra-Kurla Complex,
Bandra (East), Mumbai – 400 051

Sender :

Particulars of CA Firm

Name :

Address :

Contact No. :

E-mail ID :

Sign and Seal of the Firm with Regn. No.
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