



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2024/B/5478083
Dated/दिनांक : 10-10-2024

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	21-10-2024 18:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	21-10-2024 18:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	120 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Power
Department Name/विभाग का नाम	Na
Organisation Name/संगठन का नाम	Chenab Valley Power Projects Pvt Ltd
Office Name/कार्यालय का नाम	Jammu
Item Category/मद केटेगरी	Financial Audit Services - As per ATC; Audit Firm, CA Firm
Contract Period/अनुबंध अवधि	2 Year(s)
MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes
Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है	Yes
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Do you want to show documents uploaded by bidders to all bidders participated in bid?/	No
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Estimated Bid Value/अनुमानित बिड मूल्य	354000
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation

Bid Details/बिड विवरण

Arbitration Clause	No
Mediation Clause	No

EMD Detail/ईएमडी विवरण

Required/आवश्यकता	No
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ePBG Detail/ईपीबीजी विवरण

Required/आवश्यकता	No
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MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन	Yes
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MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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Limited Tender

Limited Tender Applicable	Yes
Reason for Limited Tendering	The competent authority in the Ministry or Department has certified that the demand is urgent, and any additional expenditure involved by not procuring through advertised tender enquiry is justified in view of urgency. The Ministry or Department has placed on record the nature of the urgency and reasons why the procurement could not be anticipated.
List of Seller Organization for participation	BAWEJA AND KAUL, GUPTA SHARMA & ASSOCIATES, S A G A & CO., Upendra & Associates, ARORA VOHRA AND CO

1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.

3. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.

4. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Financial Audit Services - As Per ATC; Audit Firm, CA Firm (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Scope of Work	As per ATC
Type of Financial Audit Partner	Audit Firm , CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	As per ATC
Type of Industries/Functions	As per ATC
Frequency of Progress Report	As per ATC
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	As per ATC
State	NA
District	NA
Addon(s)/एडऑन	
Post Financial Audit Support	Yes

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/प्रेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	To be set as 1	Additional Requirement/अतिरिक्त आवश्यकता
1	Deepak Kumar Kar	180012,CVPPPL Corporate Office Chenab Jal Shakti Bhawan, Opposite Saraswati Dham, Rail Head Complex	1	<ul style="list-style-type: none"> Number of Months for which Post Audit Support is required : 6

Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

1. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.

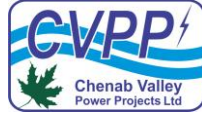
Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of

this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

---Thank You/धन्यवाद---



CVPP Limited

(A Joint Venture of NHPC Limited (A Govt. of India Navratna Enterprise) and JKSPDC (A Govt. of J&K Enterprise))



ATC for “APPOINTMENT OF INTERNAL AUDITORS THROUGH LIMITED TENDER FOR THE COMPANY CVPPL FOR F.Y. 2024-25 & 2025-26”

GEM BID NO: GEM/2024/B/5478083

Buyer's Specific Additional Terms & Conditions (ATC) – (Special Conditions of Contract and Scope of Work(SOW))

Name of Work: -APPOINTMENT OF INTERNAL AUDITORS THROUGH LIMITED TENDER FOR THE COMPANY CVPPL FOR F.Y. 2024-25 & 2025-26

1.0 ONLINE SUBMISSION:

The bidder shall prepare the bid and submit the bid online on GeM Portal in following manner:

Online bids should be submitted containing scanned copy of following document:

- i) Bidder should submit Institute of Chartered Accountants of India Certificate.
- ii) Copy of PAN Card & GSTIN Registration No.
- iii) Self-Declaration by the Bidder regarding blacklisting / banning etc. (**Annexure-I**).
- iv) Bid Proforma – **Annexure-II**.
- v) ECS Form – **Annexure-III**.
- vi) Declaration regarding acceptance of conditions of the Bid (**Annexure – IV**).
- vii) Scanned copy of Power of Attorney (POA) along with authority of Executants. (**Annexure-V**)
- viii) Self-Declaration regarding proceedings for insolvency under the Insolvency and Bankruptcy code 2016, as per **Annexure-VI**
- ix) Self-Declaration regarding The Firm has in-house capability to take up the assignment and the Audit Work will not be sub delegated to other CA Firm.
- x) Bidder should submit signed and stamped copy of **Annexure-A & Annexure-B**.

2.0 Corrupt, Fraudulent, Collusive or Coercive Practices

It is expected from the Bidders/ Suppliers/ Contractors that they will observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy:

- (a) for the purpose of this provision, the terms set forth below shall mean as under:
 - (i) "corrupt practice" means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to

influence the action of a public official in the procurement process or in contract execution; and

- (ii) "fraudulent practice" means a misrepresentation/ omission of facts in order to influence a procurement process or the execution of a contract.
 - (iii) "Collusive practice" means a scheme or arrangement between two or more Bidders, with or without the knowledge of the Purchaser, designed to establish bid prices at artificial, non- competitive levels; and
 - (iv) "coercive practice" means harming or threatening to harm, directly or indirectly, person or their property to influence their participation in a procurement process or affect the execution of a contract;
- (b) A Bid may be rejected by the Purchaser if it is determined at any stage that the respective Bidder has engaged in corrupt, fraudulent, collusive and coercive practices.
- (c) The Purchaser may declare a bidder ineligible, either indefinitely or for a stated period of time, if it at any time determines that the firm has engaged in corrupt or fraudulent practices, Collusive and Coercive practices.
- (d) Deleted

ANNEXURE-I

(To be filled and upload online)

(Format for declaration by the bidder)

“Self-Declaration by the bidder”

I/ We, M/s ----- (Name of Bidder) hereby certify that I/We have not been banned/ de-listed/ black listed/ debarred from business on the grounds mentioned in Clause 2 of ATC.

(Seal & Signature of Bidder)

*Note: This ‘Declaration’ should be **on the letter head** of Bidder.*

ANNEXURE-II*(to be filled and uploaded online)***BID PROFORMA****Sl. No. Description of information Replies by the bidder**

- | | | | | | | | | |
|-----|--|---|--|-----|----------|--|--|--|
| 1. | Name of the Firm/Company | : | | | | | | |
| 2. | Complete address of Regd./Head Office | : | | | | | | |
| | i) Postal | : | | | | | | |
| | ii) Telephone/Fax | : | | | | | | |
| | iii) E-mail | : | | | | | | |
| 3. | Former name of the Firm/Company(if any) | : | | | | | | |
| 4. | Type of the Firm/Company
(Proprietary/ Partnership/
Private Ltd. Co./ Public Ltd. Co.) | : | | | | | | |
| 5. | Whether MSE or Start-up

(tick in the appropriate box) | : | <table border="1"> <tr> <td>MSE</td> <td>Start-Up</td> </tr> <tr> <td></td> <td></td> </tr> </table> | MSE | Start-Up | | | |
| MSE | Start-Up | | | | | | | |
| | | | | | | | | |
| 6. | Year and place established | : | | | | | | |
| 7. | Are you registered with any
Government/ Public Sector
Undertaking (if yes, give
Details) for work of similar nature covered
under the specifications | : | | | | | | |
| 8. | Have your Company ever been
declared Bankrupt
(if yes, give details)? | : | | | | | | |
| 9. | Validity period of tender, reckoned
from the last date of online bid submission | : | 120 days | | | | | |
| 10. | Whether furnished & filled all
Schedules / Annexure appended
to the tender documents. | : | | | | | | |

11. Goods & Services Tax Identification No. (GSTIN) :
12. EPF No. :
13. PAN :
14. HSN Code/SAC : (To be mentioned HSN/SAC Codes against the items under Scope of Work as per BOQ)

Station : _____
Date: _____

For & on behalf of _____
Signature : _____
Name : _____
Designation: _____
(of the authorized representative of the bidder)

Official Seal of the Company:

ANNEXURE-III

• (to be filled and uploaded online)

- ECS - Form

CVPP Limited

ELECTRONIC CLEARING SERVICE (CREDIT CLEARING)

(PAYMENT TO PARTIES THROUGH CREDIT CLEARING MECHANISM)

1. BIDDER'S NAME : _____

a) ADDRESS : _____

b) PHONE/ MOBILE NO : _____

2. PARTICULARS OF BANK ACCOUNT: :

a) BANK NAME : _____

b) BRANCH NAME : _____

c) ADDRESS : _____

Telephone No. : _____

d) IFSC CODE OF THE BANK :

(For payment through RTGS)

e) ACCOUNT TYPE :

(S.B. Account/ Current Account or/
Cash Credit with code 10/11/13)

f) ACCOUNT NUMBER : _____

(As appearing on the Cheque Book)

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect Information, I would not hold the user Company responsible.

Date :

(-----)
Signature of the Bidder

Certified that the particulars furnished above are correct as per our records.

(Bank's Stamp)

Date:

(-----)
Signature of the Authorized
Official from the Bank

- **ANNEXURE-IV**
• (to be filled and uploaded online)

DECLARATIONS

(to be submitted by bidder)

S. No.	Declaration Type	Declaration	Acceptance/ Rejection
1.	No Deviation Declaration	This is to certify that our offer is exactly in line with your tender enquiry. This is to expressly certify that our offer contains no deviation either Technical or Commercial in either direct or indirect form.	
2.	Undertaking	We hereby undertake that we have studied and understood all the terms and conditions as mentioned in ATC (Special Conditions of Contract and Scope of work) and we agree to abide by the same unconditionally.	
3.	Correctness of bid	We hereby declare that information furnished with Bid is correct in all respect.	

Signature & Seal of Bidder

ANNEXURE-V

(To be printed on letter head of bidder)

(Format for declaration by the Bidder)

“Self-Declaration by the Bidder”

I/ We, M/s _____ (Name of Bidder) hereby certify that proceedings for insolvency under the Insolvency and Bankruptcy code 2016, or as amended from time to time, have not started, against us and/or our Parent/Holding company _____ (Name of Parent/Holding company).

(Seal & Signature of Bidder)

POWER OF ATTORNEY

(On Non-Judicial Stamp Paper of Appropriate value)

KNOW ALL MEN BY THESE PRESENTS THAT we M/s a company organised and existing under the laws of..... (Name of country) and having its registered/principal office /place of business at.....represented by..... (Name of persons) (the “executants”) do hereby nominate, constitute, authorize and appoint mr. [.....Name of attorney.....] , son of [.....], resident of [.....] and presently employed with.....], a Company/ Corporation organised and existing under the laws of (name of the country) and having its registered office/principal place of business at As our true and lawful attorney (THE “ATTORNEY”) severally/ jointly (whichever applicable) to do in our name and on our behalf all or any of the following acts, deeds and things in connection with or in respect of or relating to the notice inviting tender no. dated (the “nit”) issued by CVPPL Ltd, a company registered and organised under The Companies Act 1956 and existing under the Laws of Ut of J&K and Laws of Union of India (as applicable to UT of J&K) and having its registered office at Chenab Jal Shakti Bhawan, Opposite Saraswati Dham, Rail Head Complex Jammu (J&K) (THE “OWNER”) for the execution, construction and development of the services described in the notice inviting tender (nit) (THE “SERVICES”) that is to say:

1. To prepare, offer, sign, submit and deliver to the owner the executant’s bid for the services pursuant to the nit (the “bid”) including to make, sign, submit, deliver, execute, and accept all documents, information, applications and other writings necessary for or incidental to the signing, submission and delivery of the bid to the owner;
2. To negotiate, enter into, sign and execute, accept and deliver all contracts undertakings, acceptances and other writings consequent upon acceptance of the executant’s bid;
3. Participate in bidders’ and other conferences and provide all information required by the owner and to furnish/seek clarifications arising out of or relating to the nit and, upon award of the contract consequent to the acceptance of the executant’s bid by the owner;
4. To represent and act on behalf of the executant in respect of all matters before the owner relating to the executant to bid and upon the acceptance of the executant’s bid by the owner including the resultant contract on such acceptance of the executant’s bid (THE “CONTRACT”) in respect of all matters relating to or arising out of or concerning the contract and to generally deal with the owner on behalf of the executant in all matters arising out of or in connection with or relating to or arising out of the executant’s bid, The NIT and the contract in the event of acceptance of the executant’s bid by the owner;
5. And generally to do any and all other and further acts, deeds and things which are necessary for or incidental to or deemed appropriate for more effectual exercise of the powers hereby conferred.

AND

We, the executant above named do hereby agree and undertake to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said attorney pursuant to and in exercise of the powers hereby conferred and all acts, deeds and things done or caused to be done by our said attorney pursuant hereto shall always be deemed to be the acts, deeds and things done by the company.

in witness whereof, this power of attorney has been executed on this [.....] day of [.....], [20.....].....

For [Name of the Executant]

By

(Name of Officer)

Title

1. Name of Attorney Holder/Signature

Seal of Company

Holder/Signature seal

2. Name of Attorney

of Company

For [Name of the Executant]

By

(Name of Officer)

Title

WITNESSES

1.

2.

[Notarized]

Notes:

1. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants and when its is so required, the same should be under common seal affixed in accordance with the required procedure.

2. The executant of the POA must be authorised to issue POA in favour of the Attorney holder or any other person on behalf of the bidder and the proof of the same shall be submitted.

Special Conditions of Contract (SCC):

Annexure-A

These special conditions of contract shall be read and construed along with extant General Terms and Conditions (GTC) on GeM and in case of any conflict or inconsistency, between special conditions of contract and GTD, Provisions of these Special Conditions contained herein shall prevail: -

1. **Audit Fee:** The Price quoted on GeM portal shall be for two years audit fee inclusive of GST and shall be firm and final and no escalation shall be allowed during this period.
2. **Completion Schedule:** The Internal audit shall cover the period from FY 2024-25 and 2025-26. The audit shall be carried out by the selected Firm in two phases i.e. from April to September under Phase I and from October to March under Phase II.
3. **Officer In charge:** General Manager (Finance) shall be officer-in-charge for the Audit.
4. **Paying Authority:** - Senior Manager-Finance shall be paying authority.
5. **Payment Terms:** - The audit fees shall be payable in two instalments on completion of each phase i.e. 50% on completion of Internal Audit of 1st phase and 50% on completion of second phase on submission of the respective Audit Reports along with the invoice. In addition, the firm will also be entitled for TA/DA for going to projects from Jammu and back. Further, the one partner of the firm shall be entitled for TA/DA equal to the rank of General Manager and other members, limited to three, shall be entitled for TA/DA equal to the rank of Assistant Manager. The firm shall not be entitled for TA/DA & accommodation at Jammu and fare/TA/DA for coming to Jammu from outside of Jammu and back. The rates and entitlement for TA and DA shall be as specified in **Appendix-IV of Scope of Work.**

Other than normal payment through NEFT/RTGS directly from CVPP Ltd., the MSME Vendors has an option to avail the TReDS facility. CVPP has registered itself on TReDS platform with **M/s A. TReDS Limited**, CIN – U74999MH2016PLC281452, Registration no: **(Account no): 1000205628**, Communication address: A. TReDS Ltd, Ashar IT Park, 11th Floor, Road No: 16Z, Wagle, Industrial Estate, Thane (West) – 400604. The TReDS facilitates financing of Invoices of MSMEs by way of discounting by financiers. MSMEs can upload the invoices in the system and CVPP Ltd. can accept the invoices in the system. Upon CVPP's acceptance, the Banks / NBFCs can discount the invoices and can release the payment directly to the MSMEs. In this regard; MSME Vendors can refer to RBI guidelines available on website of RBI

6. **Objective and Scope of Work:** - The Detail Objective and Scope of Work of Internal Audit along with enclosures is attached as **Annexure-B.**

Annexure-B

A. OBJECTIVES AND SCOPE OF WORK:

The broad objectives are as under:

- a. To ensure that the accounting and financial management systems are reliable and effective in design and to assess the extent to which they are being followed.
- b. To review the efficacy, adequacy and application of accounting, financial and operating controls and thereby ensuring the accuracy of the books.
- c. To verify that the system of internal check is effective in design and operation in order to ensure the prevention and early detection of defalcations, frauds, misappropriations and misapplications.
- d. To identify areas of significant inefficiencies in existing systems and to suggest necessary remedial measures.
- e. To confirm the existence of financial propriety in all decisions and to verify the compliance with Government and statutory requirements.
- f. To review the performance of various functions in the light of performance budgeting and to suggest cost reduction measures, if any.
- g. To examine and evaluate whether the Company's framework of risk management, control and governance processes are adequate and functioning properly.
- h. Other primary objective of audit would include advising and recommending to the Management for improvements in internal control and risk management system.

B. PERIOD:

Internal Audit shall cover the period Financial Year wise i.e. April to March. The audit shall be carried out in two Phases i.e. from April to September under Phase-I and from October to March under Phase-II.

C. AUDIT TEAM:

The audit work shall be supervised by one Partner of the firm and a suitable team. The desired team shall consist of not more than three (3) Senior/Junior assistants i.e. in addition to a Partner of the firm.

D. SCOPE AND EXTENT OF INTERNAL AUDIT:

(i) SCOPE OF INTERNAL AUDIT

The scope of internal audit would include the following:

1. Internal Audit shall be conducted at Chenab Valley Power Projects Limited at Corporate Office and its Projects (Pakal Dul, Kiru and Kwar HEPs in Kishtwar District)
2. The firm will concentrate more on focusing on system and procedures as compared to transactional audit.
3. Examination and evaluation of adequacy and effectiveness of the internal control and risk management systems in various operations and activities of the Company.
4. Review of accuracy and reliability of the Company's accounting records and financial reports.
5. Checking of both transactions and functioning of specific internal control procedures at various departments/offices.
6. Evaluation of adherence to legal and regulatory requirements and approved policies and procedures.
7. Evaluation of effectiveness of existing policies and procedures and giving recommendations for improvement.
8. Identifying opportunities for cost saving and giving recommendations for improving cost effectiveness.
9. Examine that resources are acquired economically, used efficiently and safeguarded adequately.
10. To add value and improve operational efficiency, risk management and internal control system.
11. Ensuring that internal audit paras in the previous reports which are outstanding as on date have been complied with.
12. To associate with Line Managers/HODs etc. in their surprise checks and inspections in one of their visits to the Project/Unit, whenever asked for.
13. To comment upon the compliance with the internal financial controls laid down by the company also highlighting the departures, if any, that have been noticed.
14. In the case of Information Technology (IT) backed accounting and financial management systems, tests of reliability and design effectiveness of the systems should be carried out and results given as a separate part of the report.
15. Verification of the leave records and bio-metric attendance, if in place.
16. The internal auditors should also highlight the cases of delay in contract closure.
17. Detailed comment on cases of departure from DOP, Manuals, Circulars and Instructions, persons who authorized such departure and whether such departures are within the knowledge of Finance or not.
18. The works/Procurement contracts awarded on nomination and spot purchase basis to be reported as percentage of total orders placed during the audit period (separately for works and procurement).
19. The value of items procured through spot purchase but lying in the stores for more than two months with reasons for non-utilization are to be reported.

20. To comment on (i) the system of review of accounts by HOF and how frequently he discusses outstanding items, particularly old ones with the HOP and (ii) the response of the field officers/HOP in clearing the outstanding items.
21. Failure of internal controls to be reported separately. Similarly, frauds / suspected frauds to be reported separately.
22. The concept of Entry Conference and Exit Conference with HOP is to be followed scrupulously. The partner heading the team shall give a detailed presentation to HOP in Exit Conference.
23. Compliance with statutory provisions of various laws & Acts & Rules including GST Act 2017 etc. as applicable to the respective Projects and Corporate Office
24. Compliance with the applicable IND AS and Director's responsibility Statement as per Section 134(5) of Companies Act, 2013.
25. Maintenance and updating of contingent liability register.
26. Legal audit related to Finance, Banking and Taxation laws such as Foreign Exchange Management Act 2000, Income Tax Act 1961 GST ACT 2017 etc. shall also be conducted.
27. Internal Auditor shall issue HMs (Half Margins) on spot. The same shall also be discussed in the exit meeting.
28. The firm shall also review the replies for all outstanding internal audit paras issued by them for settlement within 10 days from the date of receipt of replies from Auditee Units.
29. Any modification/addition in scope of work etc. can be intimated separately.
30. The Auditor firm shall also review unsettled audit observations of earlier Audit Periods raised by Internal Auditors

The performance of auditing firm will be judged from the audit report/executive summary containing major observations. The above Scope of Internal Audit is inclusive and not exhaustive. Any other areas though not specifically covered above, but as may be required or necessary to achieve the objectives and the scope of audit shall be deemed to have been included in the same. In other words, the firm of internal auditors shall have to include any other areas in its Scope of Audit, as may be required by CVPP.

(ii) EXTENT OF INTERNAL AUDIT

The extent of work, as indicated in **Appendix-I**, is only indicative in nature and not exhaustive. In case of "Works and Procurement" items, a list of the cases audited as well as the total population of each category shall be mentioned in the report while in case of "Accounts" (vouching of cash, bank and journal vouchers), total population of vouchers vis-à-vis number of vouchers verified, months for which vouching has been reviewed shall be mentioned in the audit report. In reviewing the above, the latest Delegation of Power (DOP) of CVPP (copy of which can be obtained from auditee unit) may be taken into account while verifying the approval for each transaction.

A summary of major Heads to be covered under audit are given in **Appendix-II**. Auditors, while ensuring complete coverage of the scope of Internal Audit as mentioned, should make efforts to prioritise/provide relative emphasis upon different areas based on the professional assessment of the risk profile of the respective areas.

E. AUDIT REPORT:

On completion of Internal Audit of each Financial Year of CVPPL as per given Objectives, Scope, Extent & Coverage of the audit, the following steps should be adopted before finalization of the report:

- a) The preliminary observations in the shape of Half Margins shall first be discussed with the Head of the Projects along with Head of Finance. (A certificate to the effect that exit meeting has been held should be annexed with the audit report. The names of the officers present in the exit meeting shall also be indicated in the certificate as per Performa given in **Appendix-III**.)
- b) The internal auditors shall prepare the Executive Summary of major audit observations which shall be categorized according to the nature of the observations e.g. cases of violation of internal control process, excess payments, claims not recovered from contractors and non-compliance of guidelines issued by C.O.
- c) The discussions shall also include auditors' comments on the adequacy of compliance for the outstanding audit observations pointed out in the earlier period audited by him.
- d) Based on the outcome of the discussions and the replies received on Half Margins, the unsettled Half Margins converted into audit paras shall be compiled in the Audit Report as per the structure outlined hereunder. However, settled Half Margins may, be reported in a separate Annexure to the report but not as audit paras.

Guidelines for Structured Audit Report:

The structure of the Audit Report would be as under:

Part A: Introduction

(1) Audit Scope:

In the audit scope, the auditors will briefly define/outline the audit areas reviewed during the course of audit e.g. review of procurement function, review of contract management process, review of time office management, etc.

(2) Audit Objectives:

In the audit objectives, the auditor should outline the broad objectives of the audit assignment. The audit objectives section outlines the purpose of audit i.e. why the audit was undertaken i.e. a sample of audit objectives of undertaking the audit of procurement functions may be as under: -

- a. To ensure soundness of procurement system and procedures

- b. To ensure adequacy of offers/quotations/bids
- c. To ensure adequacy of estimates
- d. Adequacy of purchase requisition in terms of quantity, rate/price of item and need for an item.
- e. To ensure compliance with:
 - i. Delegation of Power (DOP) and other Circulars/Guidelines issued by Corporate Office.
 - ii. Purchase order terms and condition.
 - iii. To ensure that materials/items have been procured at economical rates.
 - iv. To ensure that materials/items have been procured from competent parties/suppliers.
 - v. To ensure that procurements done are commensurate with the requirements and no excess procurements have been made.

Part B. Report Highlights

Under this section, a brief summary of the overall result, key findings and recommendations and auditee's views is to be given. It is important that this section should not be too long and each individual point is:

- (1) Serially numbered,
- (2) Shown in order of importance,
- (3) Representative of the detailed Report in Part-C referring the related audit para number and
- (4) Logically worded and clear in meaning to the reader.

Part C. Detailed Report

This section forms the main body of the report containing unsettled Half Margins converted into Audit Paras providing the detailed audit observations. Each audit para needs to be serially numbered, supported with the resulting risk/implications and recommendations/proposed action plan for rectification/improvement in the existing system and procedures. The management comments and action plan for rectification and improvements has also to be provided in the audit paras.

- (1) The audit paras should be presented in different sections i.e., based on the audit scope, the paras in the report should be grouped into different sections i.e. (A) Contract Management, (B) Procurement, (C) Stores Management, etc.
- (2) Within each section of the report, based on the nature of observations, each audit para should be given an appropriate heading i.e. in the Contract Management section audit paras may be presented under the followings headings: -
 - a. Inadequacy in the system of preparation of cost estimates;
 - b. Preparation of cost estimates on higher side;

Stationery and other expenditure for the preparation of Half Margins and other infrastructure facilities like computers/photocopying shall be provided by the Auditee Unit. No expenditure will be reimbursed to the Internal Auditors for the same. However, the final report in four hard copies plus three soft copies shall be submitted by the auditors at their own cost and no expenses in this regard shall be reimbursed.

You are requested to furnish the details for electronic payment for your bills duly signed as per **Appendix-V** for crediting the same directly to the bank account of the Audit firm.

H. NODAL OFFICER

- 1) Head of Finance shall be nodal officer for conduct and co-ordination of internal audit at concerned Projects.
- 2) Sr. Manager (Finance) shall be nodal officer for conduct and co-ordination of internal audit at Corporate Office.
- 3) The contact addresses along with Mobile Nos. and email IDs of Head of the Projects and Nodal Officers are furnished at **Appendix-VI**.

I. CHECK POINT FOR AUDIT REPORT

Check point for issue of Internal Audit Report are as per **Appendix-VII**.

Before commencement of audit, auditors should discuss the detailed programme of Audit at Corporate Office. SM (Finance) shall be responsible for overall co-ordination of audit and submission of Audit Reports as per schedule.

Appendix-I

AUDIT COVERAGE

S.N.	AREAS	COVERAGE
1.	<u>WORKS CONTRACTS</u> (Pre-award and Execution)	BOTH PHASES
	i) Contracts with value below Rs.20 lakhs	50%
	ii) Contracts with value above Rs.20 lakhs	100%
2.	PROCUREMENT (Pre-award and Execution)	BOTH PHASES
	i) Contracts with value below Rs.10 lacs	50%
	ii) Contracts with value above Rs.10 lacs	100%
	III) All contracts issued from Corporate Office and being Executed & payment released at Projects/Units.	20% of the total bills passed for payments.
3.	HUMAN RESOURCE	100%
4.	INFORMATION TECHNOLOGY	100%
5.	ACCOUNTS	
	i) Vouching Cash, Bank, adjustment & Journal Vouchers	100% for Cash Payment Vouchers, Bank adjustment vouchers & journal vouchers, 50% of regular Bank Payment Vouchers and other vouchers.
	ii) Other areas like Bank Reconciliation, Review of General ledger, review of Fixed Assets Register and contingent liabilities etc.	100%
6.	ESTABLISHMENT Review of subsidiary records and Aging analysis of advances	Both phases
7.	DEPRECIATION	100% in second phase

8.	INCOME Income from CLTDs (Fixed Deposits)	100% both phases
9.	TAXATION Compliance of Direct and Indirect Tax Act and in particular GST and TDS as applicable to Company	100%
10.	STORES & DISPOSAL	
	i) Documentation & procedures	Both phases
	ii) Maintenance of Price Stores Ledger	100%
	iii) Disposal of obsolete and surplus items	100%

Appendix-II

MAJOR ITEMS TO BE COVERED IN THE AUDIT REPORT

S.NO. ITEM

1. Tender Check Estimates
2. Works& Services - (Post award execution)
3. Procurement - (Post award execution)
4. Accounts
5. Stores including Disposal
6. Establishment and its related HR record
7. Construction and other equipment Including Hiring of Vehicles
8. Contingent Liabilities
9. Township
10. Guest House
11. Human Resources
12. Taxation (Direct & Indirect) including GST
13. Capex including Equity Funding
14. Budgetary Control
15. Information Technology

Appendix-III

Certificate regarding holding of Exit Meeting with the Head of Project on the concluding day of Audit.

Name of the Project :

Period of Report :

Whether Exit Meeting was held:

If yes, date of holding of Exit Meeting:

If Exit meeting could not be held for
any reason whatsoever- the reasons for the same

Name & Designation of officers Participating in the Exit Meeting	Signatures of participants	Remarks, if any

(Sh./Smt.)

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Appendix- IV

TA and DA

1. Travelling allowance will be paid from the nearest branch of the audit firm/Jammu to auditee Project location
2. For purpose of eligibility for TA and DA, the partners of the firm will be considered as equivalent to General Manager (E-8) and Qualified Chartered Accountant drawing salary/Audit Assistants employed by the firm will be considered as Asstt. Manager (E-3) of the Company.
3. Relevant extracts of TA Rules of the Company applicable to the officers of the level of GM /Asstt. Manager are furnished below:

A. <u>ACCOMMODATION:</u>	General Manager	<u>Asstt. Manager</u>
	(Rs.)	(Rs.)
a) Principal Cities (Delhi, Mumbai, Bangalore)	9800	3150
b) Other Principal Cities	7700	2475
c) Ordinary Cities	6160	1980
B. <u>DAILY ALLOWANCE:</u>		
a) Principal Cities	1000	700
b) Other Cities	800	560
C. <u>COMPOSITE DAILY ALLOWANCE:</u>		
a) Principal Cities	1250	880
b) Other Cities	1000	700

NOTE:

- i) TA/DA claim with full details must be submitted within a period of fifteen days after returning from the respective Project. Hotel accommodation Claim-Receipt and bills of the hotel must be enclosed in original. The Corporate Office, Jammu will process and settle the claims.

- ii) Certificate from the concerned project finance head indicating details of man days spent individually along with designation, details of boarding and lodging provided and details of local conveyance provided must be enclosed along with bills.
- iii) If lodging and boarding facilities both are provided by the company free of cost, DA will be admissible @ 25% of the composite Daily Allowance. Composite daily allowance will be admissible where lodging arrangements are made by the auditor on his own.
- iv) Bills for Audit fees will be submitted in duplicate for payment at Corporate Office.

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Appendix - V

The GM (Finance)
Chenab Valley Power Projects Limited,
Chenab Jal Shakti Bhawan,
Opposite Saraswati Dham, Rail Head Complex,
Jammu, J&K - 180006.

Details for Electronic Payments for the Bills

Name of the Firm in whose favour payment is to be released.	
Status Company/ Others	
Permanent Account No.	
GST No.	
Name & Address	
Pin Code	
Correspondence Address	
Telephone (Land Line)	
Mobile No.	
E-Mail Address	
Contract Person	
Bank Details for Electronic Payments:	
Name of Bank	
Address of Branch	
Account No.	
Type of Account (Saving/Current)	

IFSC code	
Sample Cancelled Cheque to be enclosed.	

I hereby declare that above information required for Electronic Payment Mode are correct & true and I agree that the payment on account of my bills be made in the above account maintained in the above mentioned Bank.

Date: _____
Firm

Signature of authorized person of

Appendix - VI

Name and Address of the Head of Finance, Co-ordinator and Nodal Officer at Corporate Office, Jammu:

Head of Finance	Co-ordinator & Nodal Officer
Shri Sanjay Kumar Gupta GM (Finance) Chenab Valley Power Projects Limited, Chenab Jal Shakti Bhavan, Opp. Saraswati Dham, Rail Head Complex, Jammu, J&K - 180006 Mobile No.+91-9858067644 Email: cofinance@cvppindia.com	Shri Pankaj Agarwal Sr. Manager (Finance), Chenab Valley Power Projects Limited, Chenab Jal Shakti Bhavan, Opp. Saraswati Dham, Rail Head Complex, Jammu, J&K - 180006 Mobile No.+91-9419029329 Email ID: pkagarwal@cvppindia.com

(B) Name and address of Head of Project/ Finance of Projects:

Head of the Projects

- i Shri Vishal Anand, GM/HOP**
Pakal Dul H. E. Project
Chenab Nagar - II,
Kishtwar, J&K - 182204
Mobile No.- 8811071150
Email ID: hop-pdhep@ cvppindia.com

Head of the Finance

(Nodal Officer)

- Rajnish Kumar Gunjan, DGM (Finance)**
Pakal Dul H. E. Project
Chenab Nagar - II,
Kishtwar, J&K - 182204
Mobile No.- 9818002605
Email ID: fin-pakal@cvppindia.com

**ii. Ramesh Ojha, GM (Civil),
Kiru H. E. Project
(including Kirthai-II)**
Chenab Nagar - II,
Kishtwar, J&K - 182204
Mobile No.- 9810131083
Email ID: hopkuru@cvppindia.com

**B. K. Rout, DGM (Finance),
Kiru H. E. Project
(including Kirthai-II)**
Chenab Nagar - II,
Kishtwar, J&K - 182204
Mobile No.- 9599698032
Email ID: fin-kk@cvppindia.com

**iii. Shashi Kant Giri, GM (Civil),
Kwar H. E. Project**
Chenab Nagar - II,
Kishtwar, J&K - 182204

Mobile No.- 9650119292
Email ID: hopkwar@cvppindia.com

**Satish Chauhan, SM (Finance),
Kwar H. E. Project**
Chenab Nagar - II,
Kishtwar, J&K - 182204

Mobile No.- 9816502157
kwarfin@cvppindia.com

Check Points for Audit Report:

1. Reports received should be in vertical format and further divided into various sections as per terms of appointment letter.
2. Importance of the audit paras should be mentioned against each of the paras viz., High, Medium or Low .i.e. one rating only should be assigned to one para including sub paras.
3. All the audit paras should be assigned continuous serial numbers instead of section-wise numbering of paras.
4. Separate para numbers should be given for points/issues in case they do not fall in the same importance level.
5. Half-margins dropped after satisfactory replies of the units should not be kept in the main report; they should be brought out in the form of a separate annexure to the audit report. Those half-margins against which the reply provided by the auditee unit is not deemed satisfactory only should be converted in to audit paras along with further comments for the desired outcome.
6. Informative matters like not finding any shortages in cash balance verification should not be assigned any separate para numbers i.e., a separate audit para should be issued only when any action is required by the auditee or a deficiency is observed.
7. Matters raised in the IA reports of earlier periods and still outstanding should not be reported again.
8. Exit meeting Certificate should form part of and thus be attached with the audit report.
9. Executive summary/Highlights of important audit paras, if any, giving reference to the para numbers of the main report, containing the main issues to be brought out, project's contention and further comments of audit etc. should invariably be given in a separate section (refer point E(b) of appointment letter).
10. Certificate from the HOF of the Auditee Unit as to whether the constitution of audit team is as per the requirements of the appointment letter is to be attached.
11. Suggestions on value addition, improving operational efficiency, risk management and internal control system should be given.
12. Separate note on opportunities of cost reduction identified and suggestions for improvement of cost effectiveness should be given.
13. Soft copy of Audit report should be furnished or mailed as per terms of the appointment letter.