

CHHATTISGARH STATE POWER HOLDING COMPANY LTD.

(A Government of Chhattisgarh Undertaking)

(A successor Company of CSEB)

Vidyut Sewa Bhawan, Danganiya, Raipur (C.G.)-492013

Website :- www.cseb.gov.in Phone:0771-2574359, 2574323

No.

Raipur, Dtd. / /2020

NOTICE INVITING TENDER

Sealed tenders are invited from reputed Chartered Accountant /Cost & Management Accountant Firms :-

Tender Specification No. 3538

Name of Work - Appointment of Chartered Accountant (CA)/ Cost & Management Accountant (CMA) Firm as Internal Auditor for CSPDCL for the Financial Years 2020-2021 & 2021-22.

Cost of Tender Document - Rs.1000/- plus GST @ 18% (to be downloaded from website)

Amount of Earnest Money Deposit (EMD) :- EMD for different packages under the tender shall be as follows :-

Package I/II/III/IV- Rs. 25,000/- for each package

One CA/CMA firm can participate in maximum two packages. In this case, the EMD shall be Rs. 50,000/-

The tenders are to be submitted online on CSPDCL portal at website www.cspc.co.in/cspdcl/tenders. the firms are required to get themselves registered on e-bidding link on the website.


Mode of payment - The payment of EMD and Cost of tender document should be made through crossed Demand Draft/bankers' cheque in favour of Manager (CAU) "CSPDCL", Raipur payable at Raipur.

Due dates relating to Tender :

Particulars	Due Date	Time	Place
(i) Due date of Submission of offer	Upto 11/01/2021	15:00 Hrs.	O/o The Executive Director (F&A) CSPDCL, Ground Floor, Vidyut Sewa Bhawan, Raipur C.G. 492013. Note: In case of change in due date it shall be intimated on the website.
(ii) Due date of opening of Part-I & II bids	11 / 01 / 2021 at 15:30 Hrs.		
(iii) Due date of opening of Part-III bid (price bid to be opened through e-bidding process)	To be notified separately		

In case due date for opening of bid happens to be a holiday, the due date shall automatically be shifted to the next working day, for which no separate intimation will be given.

The tender documents may be downloaded from our website link – www.cspdcl.co.in . The bidder has to remit cost of tender document at the time of submission of bid.


G.M. (Finance)
C.S.P.D.C.L, RAIPUR

CHHATTISGARH STATE POWER DISTRIBUTION CO. LTD

(A GOVERNMENT OF CHHATTISGARH UNDERTAKING) (A SUCCESSOR COMPANY OF CSEB)

CIN: U40108CT2003SGC015822



OFFICE OF THE EXECUTIVE DIRECTOR (F&A)

Vidyut Sewa Bhawan, Ground Floor, PO Sundar Nagar,

Dangania, Raipur (C.G)-492013

Telephone No; 0771-2574340, 4363-4355. Fax No.0771-2574378

Website: cspc.co.in, E-mail: fin.cspdcl@cspc.co.in

No.05-06/

Raipur, Dtd. / / 2020

To,

Sub:- Tender for appointment of CA/CMA Firm as "Internal Auditor" CSPDCL for FY 2020-21 and FY 2021-22.

As per requirement under the provisions of Section 138 of Companies Act 2013 read with Companies (Accounts) Rules, 2014, Chhattisgarh State Power Distribution Company Ltd. (CSPDCL) intends to appoint CA/CMA professional firms as Internal Auditors. CSPDCL expects quality internal audit work. Entire audit work has been divided in to four packages. Accordingly, it is requested to submit your offer as per enclosed tender in 3 parts:-

Part - I bid: Earnest Money Deposit (Rs. 25,000/- per package) and cost of tender document Rs. 1000/- plus GST 18% (in form of crossed Demand Draft / Bankers cheque/ Bank Guarantee).

Part - II bid: Accepted signed Commercial terms & conditions and PQR documents

Part - III bid: Professional Fees through e-bidding portal in the format prescribed. No separate envelope to be submitted physically.

The two parts of bid should be submitted in two separate envelopes & envelopes should be super-scribed as Part- I bid (EMD and cost of tender document, if required) and Part -II bid (Commercial terms & conditions and PQR documents) respectively. The two envelopes should be kept in one large envelope super-scribed "**Offer for Internal Audit of CSPDCL for FY 2020-21 and 2021-22 for package....**" should be submitted by 01/02/2020 up to 15:00 Hrs in the Room no.-07, O/o General Manager (Finance), CSPDCL, Vidyut Sewa Bhawan, Ground Floor, Daganiya, Raipur (CG)- 492013.

Note: One CA/CMA firm can participate in one package only.

General and Commercial Terms and Conditions of the Tender
(Common for all Packages)

1. Due dates relating to the bidding:

Particulars	Due Date	Time	Place
(i) Due date of Submission of offer	11/01/2021	By 15:00 Hrs.	O/o The GM (F&A) CSPDCL, Ground Floor, Vidyut Sewa Bhawan, Raipur C.G. 492013.
(ii) Due date of opening of Part-I & II bids		At 15:30 Hrs.	Note: In case of change in due date it shall be intimated on the website.
(iii) Due date of opening of price bid on e-bidding portal	To be notified separately		

In case, due date for opening of bid happens to be a holiday, the due date shall automatically be shifted to the next working day, for which no separate intimation will be given.

The bidders may bid for work of internal audit under any one package covered under the tender as mentioned below:-

Sl. No.	PACKAGE	INTERNAL AUDIT OF FY 2020-21 AND 2021-22
1	I	LT Revenue and expenditure audit of Raipur City and Jagdalpur Regions including all subordinate offices, HT Revenue audit of all RAOs (AMR Cell-I, Gudhiyari Raipur) and Expenditure audit of offices at HQ, Power purchase Audit, Store Audit.
2	II	LT Revenue Audit of all Zones and Sub -Division in Raipur (Rural) and Raigarh regions. Expenditure Audit, Store Audit
3	III	LT Revenue Audit of all Zones and Sub -Division in Durg and Rajnandgaon regions, Expenditure Audit
4	IV	LT Revenue Audit of all Zones and Sub -Division in Bilaspur and Ambikapur regions, Expenditure Audit, Store Audit

CSPDCL reserves the right to accept / reject any or all the offers without assigning any reason thereof.

1. Pre-Bid Submission clarification:

Pre-bid submission/ clarification, if needed, on any point of this Enquiry or others related to this enquiry may be got clarified during office hour on phone number 0771-2574355 or through email at- fin.cspdccl@cspc.co.in .CSPDCL, at its sole discretion, reserves the right to respond to clarification raised by Applicants.

2. Submission of Offer:

The Price bid is to be submitted online on CSPDCL portal at website www.cspc.co.in/cspdcl/tenders. The firms are required to get themselves registered on e-bidding link on the website.

The two parts of bid should be submitted in two separate envelopes & envelopes should be super-scribed as "Part- I bid (EMD)", "Part -II bid and (Commercial terms & conditions and PQR documents)" Third part (price-bid) will be submitted online on e-bidding portal at website www.cspc.co.in/cspdcl/tenders only.

All the two envelopes should be kept in one large envelope superscribed "Offer for appointment of Internal Auditor of CSPDCL (Package-.....) for the FY 2020-21 and 2021-22" and should be submitted upto 11.01.2021 (15:00Hrs.) in the O/o GM (Fin), CSPDCL, Vidyut Sewa Bhawan, Danganiya, Raipur (CG). **One CA/CMA firm can participate in one package only.**

Detailed contents of each envelop is as under:-

- a) **Part-I** –EMD amounting to Rs 25000/- in the form of crossed Demand Draft / Bankers cheque/ Bank Guarantee drawn in favour of "**Manager (CAU) CSPDCL, Raipur**" needs to be submitted through Part-I bid. In the absence of EMD / tender fee, Part-II & III bid shall not be opened. EMD of unsuccessful participants shall be returned after awarding of the Audit works to the successful professional firm. DD/Bankers cheque of Rs 1000/- towards cost of tender document should also be submitted in Part-I.
- b) **Part-II** - Bid should consist of – **Appendix I, II, III, IV** and tender document (General and Commercial terms & conditions of the Tender and Other terms & conditions) including **Annexures –I , II (a/b), III, IV &V** as applicable for the package bid for, with sign and seal on each page.
- c) **Part-III** - Bid shall contain only professional fee as applicable for the package bid for, on e-bidding portal. The firm should quote **Fixed** Professional Fee on lump sum basis for each year only including all expenses e.g. travelling expenses, lodging & boarding expenses etc. to be incurred during audit but exclusive of GST. GST as applicable shall be admitted separately. A copy of registration certificate for GST shall be submitted along with first bill. No TA/DA and Boarding & lodging expenses shall be paid. No other taxes and duties shall be paid.

On due date of opening, the price bid of only those CA/CMA Firms shall be opened on e-bidding portal who are found eligible as per the eligibility criteria.

3. EARNEST MONEY DEPOSIT

- i. All interested bidders shall submit, along with their Bid, Earnest Money Deposit (EMD) of Rs.25,000/-, in the form of DD / Bankers' Cheque, drawn on any scheduled bank in favour of Manager (CAU) "**CSPDCL, Raipur**", payable at Raipur. Package wise EMD is as follows :-
- ii. In case, the bidder withdraws his offer during the validity period, the EMD shall be forfeited.
- iii. Earnest money of unsuccessful bidders shall be refunded after award of contract on successful bidder/s.
- iv. EMD of bidder/s on whom the order has been awarded, shall be refunded after deposit of security deposit.
- v. No interest shall be paid on EMD.
- vi. Offers submitted without EMD shall be summarily rejected.

4. Telex/Fax/Telegraphic bid:

Bids submitted through Telex/ Fax/ Telegraphic mode will not be considered under any circumstances.

5. Deviations from terms and conditions and conditional bid:

Offers with deviations in commercial terms & conditions like payment term, validity etc. shall not be accepted.

6. Incomplete Bids /errors/ ambiguities in bid:

- a) Incomplete or obscure tender is liable for rejection.
- b) Price-bids are to be submitted online through e-bidding platform at website cspdcl.co.in/cspdcl/ tender. Firms are requested to get themselves registered on e-bidding link. A training programme for submission of e-bid is conducted every Wednesday in the O/o CE (EITC) CSPDCL Daganiya, Raipur (help line- Shri Komal Nagwanshi – 0771-2576673, Shri Omkar Chandrakar – 0771-2574166, 9171876587)
- c) In case of ambiguities or self-contradictory terms/conditions mentioned in the bid, interpretations as may be in the interest of CSPDCL may be taken without any reference to the CA/CMA firm.

7. Delayed/Late Bids:

CSPDCL shall not assume any responsibility for any postal delays either for the late receipt of the documents by the CA/CMA Professional Firm or late receipt of the Offer by CSPDC or failure to upload price bid by firm on website. Extension in time for submission of bid shall not be granted in any case.

8. Amendment in Bidding Document:

At any time prior to the deadline for submission of Bids, CSPDCL may, for any reason, whether at its own initiative or in response to a clarification required by a prospective Bidder, modify the Bidding Documents by amendment(s). The amendment will be notified in writing or by Fax/E-mail to all prospective Bidders, who have purchased the Bidding Document at the address contained in the letter of request for issue of Bidding Document from the Bidders. The amendment shall also be uploaded on the website of the company. CSPDCL shall bear no responsibility or liability arising out of non-receipt of the same in time or otherwise. In order to afford prospective Bidder reasonable time to take the amendment into account in preparing their Bids, CSPDCL may, at its discretion, extend the deadline for the submission of Bids. Such amendments, clarifications etc. shall be binding on Bidders and will be given due consideration by the Bidder while they submit their Bids and invariably enclose such documents as a part of the Bid.

9. Pre-Qualification Criteria Requirements (PQR)

The bidders shall fulfil the following criteria in order to be eligible for award of contract under the instant tender. The bidder shall submit information/documents for verification of qualification as mentioned in bracket against each criterion:-

- i. CA/CA firms must be in operation for at least 5 years on the date of opening of bid duly registered with ICAI/ICMAI. (Firms registration certificate required).
- ii. CA/CMA firms should have its head office or branch office in Chhattisgarh which should be in operation for at least 5 years from the date of opening of bid. {Firms registration certificate required. (ICAI/ICMAI certificate in case of branch office)}.

- iii. CA/CMA firms should have minimum 3 partners associated with them during the last 3 years from the date of opening of bid, out of which at least one should be fellow member (FCA/FCMA). (Constitution certificate from ICAI/ICMAI is required.)
- iv. The firm should have served as internal auditor for at least one year out of last 5 years period i.e. FY 2015-16 to 2019-20 of any listed company/Govt. Under-taking/Power Utility having minimum turn-over of Rs. 50 Cr. during the year of audit. Branch audit of Banks shall not be considered for the above purpose. In case the firm has conducted the internal audit of Zonal/Regional Offices of the Cos., the turn-over of that particular Zonal/Regional Offices only shall be considered for the evaluation of this criteria. (Copy of orders issued by auditee company appointing the firm as internal auditor. Copy of audited annual accounts of auditee Co. of relevant year in case of corporate level audit. In case of Zone/ Regional offices audit Certificate from Company authority (Company Secretary/ Director) or CA certificate regarding turn-over of the auditee offices is required).
- v. The firm must have completed audit of at least one year out of last 5 years i.e. from 2015-16 to 2019-20 in an organisation working in ERP soft-ware environment. (Certificate from Company authority (Head of IT/HR/Fin. of auditee Company) is required.)
- vi. The firm should have minimum average annual professional receipt of Rs. 25 lakh during the last 3 financial years i.e. 2017-18, 2018-19 and 2019-20. (Audited annual accounts of the firms is required. In case of branch office GST certificate/statutory auditor certificate.)
- vii. There should be no legal suit/criminal case pending or contemplated against CA/CMA firm on the account of moral turpitude or for violation of any law in force. The firms, whose internal audit reports were rejected partially or fully by CS Power Company, earlier will not be eligible to participate. (An under-taking from the firm is required.)
- viii. If any branch office is applying for the tender as per PQR condition No.ii above, then PQR condition iii to vi above will be applicable for the qualification of branch office. (Bidder to ensure this strictly)

NOTE :- Relevant documentary proofs in respect of all the above requirements need to be submitted along with the Part-II offer-"Qualifying Bid" in Appendix -I. Without sufficient documentary proof about above qualifying criteria, Part-III offer- "Professional Fee Bid" shall not be opened.

10. Professional Fee :

The firm should quote Fixed Professional Fee on lump sum basis on e-bidding portal for conducting internal audit for FY 2020-21 and FY 2021-22 separately package-wise as applicable for the package bid for, including all expenses e.g. travelling expenses, lodging & boarding expenses etc to be incurred during audit but exclusive of GST. GST as applicable shall be admitted separately as per extant rules. A copy of registration certificate for GST shall be submitted along with first bill. No TA/DA and Boarding & Lodging facilities shall be provided.

11. Criteria for evaluation of bids:-

The evaluation of bids shall be done package wise on the basis of Professional Fee Value found to be lowest among qualified bidders under the package. The bidder whose price is found to be lowest (L1 bidder) under the package shall be considered for award of contract subject to reasonability and fulfilment of contractual formalities.

In case any bidder submits rates for more than one package on e-bidding portal, price bid of the package which is super-scribed on envelope of bid submission shall be opened.

12. Award criteria:-

CSPDCL shall be at liberty to accept any bid, lowest or otherwise or reject any or all bids without assigning any reason thereof. Successful bidder will be informed by post or through Fax.

13. Validity of offer:

The offer shall be valid for acceptance for a period of 120 days from the last date of submission of bids.

14. Disqualification:

CSPDCL may, at its sole discretion, and at any time during the evaluation process, disqualify any Applicant, if the Applicant has:

- i. Submitted the Proposal after the response deadline;
- ii. Made misleading or false representations in the forms, statements and attachments submitted as proof of the eligibility requirements;
- iii. Exhibited a record of poor performance such as abandoning works, not properly completing the contract, inordinately delaying completion, being involved in litigation, or financial failures, etc.;
- iv. Submitted a Proposal which is not accompanied by required documentation or is non-responsive;
- v. Failed to provide clarifications related thereto, when sought;
- vi. Submitted more than one Proposal. This will cause disqualification of all the Proposals submitted by such Applicant.

15. Signing of contract agreement and completion of formalities:

- a) Successful applicant shall be required to sign Contract with CSPDCL on non-judicial stamp paper of Rs 250/- within fifteen days of receipt of order. Cost of stamp paper and revenue stamp to be affixed on contract agreement shall be borne by the applicant. CSPDCL shall not reimburse these costs.
- b) Failure of the successful applicant to sign the contract within the stipulated time period shall constitute sufficient grounds for the annulment of the award, in which event CSPDCL may blacklist the bidder and make the award to another applicant or call for fresh bids.

16. Security Deposit:

Upon acceptance of the offer, the successful professional firm shall be required to deposit a security amount of 10% of total order value for due and faithful fulfilment of the contract within 15 days of receipt of the order awarding the contract in the form of D.D./Bank Pay Order/B.G. valid for 24 months of scheduled bank in favour of Manager (CAU) "CSPDCL", payable at Raipur. Security Deposit shall be retained till faithful performance of terms and conditions of the order and settlement of liability, if any. No interest on security deposit amount shall be payable by CSPDCL. The security deposit shall be returned after faithful performance as per terms and conditions of the order.

17. Extension of Order :

CSPDCL reserves the right to place an order for extension of contract on the same rates, terms and conditions for a further period of one year, subject to satisfactory performance of the professional firm during previous periods audit.

18. Extension of Time and Penalty:

In case of delay in work as per timelines given in Annexure -IV penalty @1/2% (half percent) per week for delay in submission of report subject to maximum of 10% of order value (for that year) shall be imposed.

19. Cancellation of Order:

CSPDCL may upon written notice of default, terminate contract in the circumstances detailed hereunder –

- a. If in the opinion of CSPDCL, the professional firm fails to perform the work within the time specified or during the period for which the CSPDCL has granted extension, if any.
- b. If in the opinion of CSPDCL, the professional firm fails to comply with any of the provisions of this contract. In such case, a written notice shall be served by CSPDCL to the professional firm to stop further activities and take urgent steps towards corrective measures, failing which the order will be cancelled.
- c. In the event of such termination, CSPDCL may exercise its discretionary powers to award the work to other professional firm after giving due notice to the professional firm on account and at the risk and cost of professional firm.
- d. The performance of the firm shall be reviewed periodically and for any unsatisfactory performance, the Company reserves the right to terminate the services, giving a notice of 15 days to the firm.
- e. Notwithstanding the provisions of the Clauses (a), (b), (c) and (d) as mentioned above, CSPDCL reserves all rights, not to give any reason in writing or otherwise, towards cancellation of the contract at any time.
- f. The decision of CSPDCL shall be final regarding the acceptability of the Report submitted by the CA/CMA Professional Firm and the concerned company shall not be required to give any reason in writing or otherwise at any time towards rejection of same.

20. Confidentiality

The awarded firm shall keep all information / documents / facts of CSPDCL confidential and not use them for the purpose other than that required under this tender / assignment.

21. Force Majeure :

Any cause that is beyond the reasonable control of the CA/CMA firm or CSPDCL shall be force majeure condition. The cause of the force majeure condition will be taken into consideration only if an application to the effect is tendered within 15 days from the occurrence of such delay. CSPDCL shall verify the facts and grant such extension as the facts justify. For extension due to force majeure conditions, the CA/CMA firm shall submit its representation along with documentary evidence for scrutiny by the CSPDCL and decision of the CSPDCL in this regard shall be final and binding.

22. Jurisdiction:

Any dispute or difference, arising under, out of, or about this work order shall be subject to exclusive jurisdiction of the competent court at Raipur (CG) only.

Other Terms & Conditions

1. Scope of work under this tender

Detailed but not exclusive scope of Internal Audit assignment under this tender has been mentioned at **Annexure-II (a) and (b)**.

2. Audit Program :

The awarded CA/CMA firm has to submit its Audit Program within 15 days from the date of receipt of order to the nodal officer for conduct of audit. The audit program should strictly be followed by the office as well as by the auditor. Failure to commence the audit as per audit program shall entail the forfeiture of security deposit and cancellation of the order.

Along with audit program, the awarded firm shall also submit details of audit teams to be deployed (as described at clause 4 below) i.e. the names of team members, documents to certify their qualification and post qualification experience. The awarded firm shall take all possible efforts not to change any of the members of audit team once deployed, However, if due to any unforeseen reason, the awarded firm is forced to replace any of the members of audit team, then prior approval of CSPDCL shall be a must. The replacing member shall have to possess the same or more qualification, experience and skill as the replaced member had. However, this will not be referred for delay in work execution.

3. Team to be deployed

The audit work of each office shall be executed by audit team consisting minimum of

- a) One ACA / ACMA having minimum 2 years post qualification experience in audit.
- b) Audit Asstt. having minimum qualification of CA (Inter) / CMA (Inter)/ M.Com with minimum experience of 2 years.

For various Audit following no. of CA and Assistant Required :-

Type of Audit	No. Of CA Required	No. of Assistant Required
LT Revenue	1	1
Expenditure	1	1
Store	1	1
Power purchase	1	1
HT	1	2

In addition to the above, 1 FCA/FCMA shall be deployed as team leader for supervision of overall work of internal audit to be executed under the contract.

The above is minimum requirement of workforce to be deployed. However CA/CMA firm shall also ensure that size and quality of the team is commensurate with the volume of the work involved, time limit allowed and finally the quality of output expected. Accordingly, number members of audit team may be increased as per audit to be carried out. The CA/CMA firm shall provide details of proposed internal audit team in **Appendix –III**

4. Execution of work and reporting

Package wise minimum man-days required is listed in annexure -III

Quantum of work to be Completed in Stipulated Time period as Tabulated below:-

Sl.No.	Quantum of work	Date of submission of Audit Programme by Audit Firm	Time period of completion of Audit	Time period of Submission of Report
1.	50% LT Revenue Audit and 50% Expenditure Audit	Within 01 month from date of order	To be completed within 3 months from the date of order	Within 15 days from date of completion of Audit of the Auditee office
2.	100% HT Audit, 100% Store Audit and 50% Expenditure Audit	Within 01 month from date of order	To be completed within 3 months from the date of order	Within 15 days from date of completion of Audit of the Auditee office
3.	Remaining 50% LT Revenue Audit and 50% Expenditure Audit	Within 03 month from date of order	To be completed within 6 months from the date of order	Within 15 days from date of completion of Audit of the Auditee office
4.	Remaining 50% of Expenditure Audit and 100% Power Purchase	Within 03 month from date of order	To be completed within 6 months from the date of order	Within 15 days from date of completion of Audit of the Auditee office

Firm shall submit Audit Program at least 07 days in advance of commencement of Audit. Subsequently on the basis of this program necessary orders shall be issued by this office intimating all concern.

Note:

1. For Auditing purpose, related tariff books and Company's Circulars may be seen in the concerned Auditee Office. The concerned Auditee Office will provide necessary co-ordination to the auditor.
2. General guidelines for conducting of Audit can be seen in "Manual on Internal Audit" from the Audit Section, O/o The E.D. (Fin.), CSPDCL, Raipur.

5. Co-ordination from Auditee Office

CSPDCL shall designate auditee office to co-ordinate with the auditor in such a manner so as to complete the audit of respective offices within the prescribed time schedule. The auditee office will provide reasonable works place, furniture to the audit team. Other resources, viz. computers, telephone etc. would have to be arranged by CA/CMA firm. The auditor shall also exercise due diligence to ensure coordination and timely completion of audit.

6. Audit Report:

A) Individual offices and combined offices for reporting

Audit report of office of Executive Director (ED) / Chief Engineer (CE) / Superintendent Engineer (SE) shall be prepared individually office wise. However, audit report of Executive Engineer offices shall include reports of its subordinate offices too i.e. Assistant Engineer (AE) offices as though they are one office. As such reporting shall be done up to EE office level. However Report of LT audit shall be submitted for each sub division. The reports shall be in format provided.

B) On spot clarification and issuance of half margin

While auditing, auditor shall first take immediate verbal explanation on queries from officer-in-charge / concerned staff. If explanation is not acceptable then shall forthwith issue Half margins (containing all queries of the auditor seeking written explanation) to the concerned office head.

The concerned official shall reply to the queries raised by the auditor in the half margin within a week from the date of receipt. The auditor shall again verify the facts presented in reply. If he still finds the reply unsatisfactory, then he shall include such query in final report with explanation offered by office.

C) Final Report

Final Audit Report shall be made up on

- i) Individual offices separately along with compliance report of previous audit report (s) (to be submitted to ED(Fin), CSPDCL and copies to the next higher authority offices of auditee office)
- ii) Combined synopsis of audit reports of all offices (to be submitted to Audit Committee).
- iii) Combined yearly synopsis of compliances indicating the paras and action taken / not taken against them (to be submitted to Audit Committee)

D) Style of Reporting – The reports of individual offices shall be prepared in two sections as under:-

i. Test Audit Report (TAR): This section shall contain all such irregularities, which auditors want to bring to the notice of management specifying the financial implications. Such as Non/less billing of (i) ASU (ii) power factor surcharge (iii) Multifactor (MF) (iv) Burnt meter (v) Fixed Charge (vi) LT/WT surcharge (vii) Temporary connection (viii) M.D. over shoot (ix) Meter rent (x) Replace meter charges (xi) Energy charges (xii) Excess load (xiii) new connections (xiv) Capacitor surcharge (xv) Single phase meter to Three phase **The outstanding amount pointed out by our (O&M) vigilance Wing should be incorporated in the report but that should not be incorporated in the audit half margin.** Further, it shall also highlight deviations from policies, systems and procedures followed by CSPDCL. The observations should be arranged into self-contained Audit Para with suitable titles. Separate Audit-Para shall be constructed for different matters/natures of discrepancies. But, discrepancies of similar nature shall be grouped together & single Audit Para shall be raised. Each Audit-Para shall be numbered with specific number. This section shall contain all irregularities / discrepancies.

7. Submission & Acceptance of Audit Report :

The awarded CA/CMA firm is required to submit the Audit Report as specified at clause 6 of this tender and any changes/ corrections as observed by the Audit Committee of CSPDCL shall be done by the firm within 10 days of intimation of the same by the committee. The final Audit Report after incorporation of changes should be submitted in 3 copies along with soft copy in CD to this office.

In case, audit report is not accepted due to poor quality or not as per scope of work, the auditor shall have to carry out the audit work again to the satisfaction of appropriate authority and/ or action shall be initiated for cancellation of contract as per clause of this tender.

8. Submission of Bills for Professional Fee:

The awarded CA/CMA firm shall submit separate bill of each Financial year **in Triplicate** to O/o GM (Finance) CSPDCL after completion of the audit work as per Order and Audit Program along with submission of **Audit Report in Three Copies**, along with soft copy in CD.

9. Payment Terms – The payment terms are given in **Annexure-IV**.

10. Nodal Agency & Officer Incharge :

GM (Finance) CSPDCL shall be the nodal agency for the work under this package. The Dy.Gen.Manager(F&A) -III O/o ED (Fin), CSPDCL shall be the **officer-in- charge** and shall be responsible for implementation of Audit work. Any guidelines required during execution of audit may be taken from Officer - In-charge.

11. Points to be remembered

- (a) The report is prepared as per standard format decided by the Company & Report file containing all necessary annexures, half margins etc. Is complete.
- (b) The audit recovery pointed out by the auditor is correct as per rules & regulations/circulars and according to the applicable tariff for the year & calculations are correctly made.
- (c) It is however emphasized that the coverage in the scope of services as mentioned above is indicative and not exhaustive. Any changes in scope of work can be done in consultation with audit committee of Company. Apart from the audit observations, auditor will be required to indicate discrepancies / inadequacies in the system or procedures so as to initiate steps for improving the system and making it more efficient. The audit team will also be required to educate the dealing staff so as to avoid repetition of routine procedural / technical errors. Further, all other incidental/ necessary activities for the completion of audit & resolution of matters arising during the audit, shall be deemed to be included in the scope of services. In case of judicial proceeding(s) initiated by CSPDCL, Raipur, pursuant to the audit for the period, the auditor shall reasonably assist CSPDCL, Raipur office by acting as a witness and providing evidences required as related thereto.

GM (Finance) CSPDCL, RAIPUR

Encl: Appendix I-IV & V

Annexure –I , Annexure –II (a) & (b), Annexure –III (a), Annexure –IV & Annexure-V

Information / Documents required to be submitted by the bidder to verify Qualifying**Criteria**

Sl. No.	Qualification criteria	Documents required
1.	CA/CA firms must be in operation for at least 5 years on the date of opening of bid duly registered with ICAI/ICMAI.	Firms registration certificate required.
2.	CA/CMA firms should have its head office or branch office in Chhattisgarh which should be in operation for at least 5 years from the date of opening of bid.	Firms registration certificate required. (ICAI/ICMAI certificate in case of branch office).
3.	CA/CMA firms should have minimum 3 partners associated with them during the last 3 years from the date of opening of bid, out of which at least one should be fellow member (FCA/FCMA).	Constitution certificate from ICAI/ICMAI is required.
4.	The firm should have served as internal auditor for at least one year out of last 5 years period i.e. FY 2015-16 to 2019-20 of any listed company/Govt. Undertaking/Power Utility having minimum turn-over of Rs. 50 Cr. during the year of audit. Branch audit of Banks shall not be considered for the above purpose. In case the firm has conducted the internal audit of Zonal/Regional Offices of the Cos., the turn-over of that particular Zonal/Regional Offices only shall be considered for the evaluation of this criteria.	Copy of orders issued by auditee company appointing the firm as internal auditor. Copy of audited annual accounts of auditee Co. of relevant year in case of corporate level audit. In case of Zone/ Regional offices audit Certificate from Company authority (Company Secretary/ Director) or CA certificate regarding turn-over of the auditee offices is required.
5.	The firm must have completed audit of at least one year out of last 5 years i.e. from 2015-16 to 2019-20 in an organisation working in ERP soft-ware environment.	Certificate from Company authority (Head of IT/HR/Fin. of auditee Company) is required.

6.	The firm should have minimum average annual professional receipt of Rs. 25 lakh during the last 3 financial years i.e. 2017-18, 2018-19 and 2019-20.	Audited annual accounts of the firms is required. In case of branch office GST certificate/statutory auditor certificate.
7.	There should be no legal suit/criminal case pending or contemplated against CA/CMA firm on the account of moral turpitude or for violation of any law in force. The firms, whose internal audit reports were rejected partially or fully by CS Power Company, earlier will not be eligible to participate.	An under-taking from the firm is required.
8.	If any branch office is applying for the tender as per PQR condition No.2 above, then PQR condition 3 to 6 above will be applicable for the qualification of branch office.	Bidder to ensure this strictly

NOTE:- 1. Relevant documentary proofs in respect of all the above requirements need to be submitted. Without sufficient documentary proof about above qualifying criteria, Part-III offer- "Professional Fee Bid" shall not be opened.

2.The bidder should be able to produce original documents if required for verification.

DETAILS OF CA/CMA FIRMS

(Format for submission with Part-II Qualification Bid)

S.N.	Particulars	Details	Documents required
1.	Name of the Firm	M/s ---	
2.	Location of Headquarter & branches		
3.	Full address of Headquarter/ Branch in Chhattisgarh alongwith Tel. No./ fax/ e-mail		
4.	CAG empanelment no		Letter from CAG showing registration number
5.	Latest Partnership deed.	Deed dtd ----	Copy of deed
6.	PAN of the firm	No -----	Copy of PAN card
7.	GST Registration No of the firm	No -----	Copy of registration certificate
8.	Number and Name of fully qualified staff other than partners.	FCA/FCMA --- ACA/ACMA --	Name wise details
9.	Number of candidates doing article ship.		Name wise details
10.	Details of general and commercial and Other terms and conditions of the tender duly signed by the authorized signatory of the firm.		Signed copy of the tender document for accepting tender terms and conditions

It is here by certified that the information given as above and also elsewhere in the offer are correct to the best of my belief and knowledge. I understand that CSPDCL can take action against any finding of incorrectness in future appropriately.

Signature of authorized representative

Seal.

PROPOSED INTERNAL AUDIT TEAM TO BE DEPLOYED

(Format for submission with Part-II Qualification Bid)

(Please refer tender clause 3 of Other terms and conditions of Package bid for.)

Number & category of Personnel to be deployed on the Works if undertaken:

Provide the information as required in the following table:

S.No	Name of Personnel	Qualification of Personnel	Post qualification Experience
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Authorised Signatory

Name & Title of Signatory

Name of Applicant:

Address:

Financial Details (as per enclosed Documents)

Please enclose copies of documents as mentioned in the table.

Financial year	Professional receipt (Amt-Rs. in Lac)	Document to be submitted for verification
2017-18		Audited Balance Sheet/ GST Certificate/ Statutory Auditor certificate of turnover
2018-19		Audited Balance Sheet/ GST Certificate/ Statutory Auditor certificate of turnover
2019-20		Audited Balance Sheet/ GST Certificate/ Statutory Auditor certificate of turnover

Note: As per qualification criteria clause -9 (vi), the Firm/branch should have average annual Professional receipts of at least Rs. 25 lakhs (for each package) during previous three (3) financial years i.e. FY 2017-18, FY 2018-19 & FY 2019-20 ; (Copy of audited annual account/ GST Certificate/ Statutory Auditor certificate of turnover of such financial year be submitted along with this Appendix).

Authorised Signatory

Name & Title of Signatory

Name of Applicant:

Address:

List of Offices

Region name	Name of Circle	Name of Division	Name of sub Division
1. CE (Raipur City)	1. SE (Raipur City Circle – I)	1. EE (Raipur East City) Dn.	
		2. EE (EastRaipur City West) Dn.	
		3. EE (Raipur City South) Dn.	
		4. EE (Raipur City Central) Dn.	
		5. EE (City Constructions Raipur) Dn.	
	2. SE (Raipur City Circle – II)	6. EE (Raipur City North) Dn.	
		7. EE (Urli) Dn.	
		8. EE (Siltara) Dn.	
2. CE (Civil) Raipur	1. SE (Civil) Circle Raipur	1. EE (Civil maintenance) Dn. Raipur	Civil sub Dn Raipur HQ
			Civil sub Dn Durg
			Civil sub Dn Bhatapara
			Civil sub Dn Mahasamund
3. CE (Trg-R&D) Raipur	1. Central Training Institute Raipur	1. RTC Raipur	
		2. LMTC Raipur	
4. CE (RA&PM) Raipur			
5. CE (S&P) Raipur	1. SE (Store) Circle Raipur	1. EE (Store) Dn. Raipur	
6. CE (Vigilance) Raipur			
7. GM (HR) Raipur			
8. GM (F&A) Raipur		1. Manager (CAU) Raipur	
		2. Rao Raipur-I	
		3. Rao Raipur-II	
9. CE Raipur (Rural)	1. SE (Circle) Raipur	1. Dispensary Gudhiyari Raipur	
		1. EE (O&M) Dn. Raipur	
		2. EE (O&M) Dn. Atal Nagar	
		3. EE (O&M) Dn. Rajim	
		4. EE (O&M) Dn. Dhamtari	
		5. EE (O&M) Dn. Kurud	
	2. SE (Circle) Balodabazar	7. EE (O&M) Dn. Balodabazar	
		8. EE (O&M) Dn. Kasdol	
	3. SE (Circle) Mahasamund	9. EE (O&M) Dn. Mahasamund	
		10. EE (O&M) Dn. Pithora	
		11. EE (O&M) Dn. Gariyaband	
		12. EE (O&M) Dn. Saraipali	
10. CE (Project) Raipur		1. EE (Project) Dn. Raipur	
		2. EE (Project) Dn. Balodabazar	
		3. EE (Project) Dn. mahasamund	
11. CE (Revenue) Raipur	1. SE (MT) Circle Raipur	1. EE (MT) Dn Raipur-I	
		2. EE (MT) Dn Raipur-II	
		3. EE (MT) Dn Raipur-III (MT Dn Kanker shifted to Raipur)	
		4. AMR Cell_I Raipur	
		5. AMR Cell_II Raipur	
12. CE (Durg) Region	1. SE Durg City Circle	1. EE (Durg City) Dn.	
		2. EE (Bhilai City East) Dn.	
		3. EE (Bhilai City West) Dn.	
	2. SE Durg Circle	4. EE (O&M) Dn. Durg	
		5. EE (O&M) Dn. Bhilai	
		6. EE (O&M) Dn. Balod	
		7. EE (O&M) Dn. Bemetara	
		8. EE (O&M) Dn. Saja	
		9. EE (Project) Durg	
		10. EE (MT) Dn Bhilai	
		11. EE (Central testing Lab) Dn Bhilai	
		12. EE (MTRU) Bhilai	
		13. RTC Durg	
		14. RAO Durg	

13. CE (Rajnandgaon)Region	1. SE Circle Rajnandgaon	1. EE (O&M) Dn. Rajnandgaon		
		2. EE (O&M) Dn. Dongargaon		
		3. EE (O&M) Dn. Khairagarh		
		4. EE (O&M) Dn. Dongargarh		
	2. SE Circle Kawardha	5. EE (O&M) Dn. Kawardha		
		6. EE (O&M) Dn. Pandariya		
		7. EE(Civil)Dn Rajnanadgaon	Civil sub dn Rajnandgaon	
			8. EE(Project) Rajnandgaon	
			9. RTC Rajnandgaon	
			10. RAO Rajnandgaon	
14. CE (Bilaspur) Region	1. SE (Bilaspur City) Circle	1. EE Bilaspur City (East) Dn.		
		2. EE Bilaspur City -II (West) Dn.		
	2. SE Circle Korba	3. EE Korba City Dn.		
		4. EE (O&M) Dn. Korba		
		5. EE (O&M) Dn. Kaighora		
	3. SE Circle Bilaspur	6. EE (O&M) Dn Bilaspur		
		7. EE (O&M) DnMungeli		
		8. EE (O&M) DnPendra Road		
4. SE Civil Circle Bilaspur	9. EE (Civil) Bilaspur	Civil sub dn Bilaspur		
		Civil sub dn Champa		
		Civil sub dn Korba		
		Civil sub dn. Raigarh		
		10. EE(Project) Bilaspur		
		11. EE(Project) Janjgir champa		
		12. EE(MT)Dn Bilaspur		
		13. RTC Bilaspur		
	14. EE (Store) Chakarbhata			
	15. Dispensary Bilaspur			
	16. RAO Bilaspur			
15. CE (Raigarh) Region	1. SE Circle Janjgir-Champa	1. EE (O&M) Dn. Champa		
		2. EE (O&M) Dn. Akaltara		
		3. EE (O&M) Dn. Sakti		
	2. SE Circle Raigarh	4. EE (O&M) Dn. Raigarh – I		
		5. EE (O&M) Dn. Raigarh – II		
		6. EE (O&M) Dn. Sarangarh		
		7. EE(Project) Raigarh		
			8. EE(MT)Dn Raigarh	
			9. EE (Store) raigarh	
			10. RAO Raigarh	
16. CE (Ambikapur) Region	1. SE Circle Ambikapur	1. EE (O&M) Dn. Pathalgaon		
		2. EE (O&M) Dn. Jashpur		
		3. EE Ambikapur City Dn		
		4. EE (O&M) Dn. Ambikapur		
		5. EE (O&M) Dn. Balrampur		
	2. SE CircleBaikunthpur	6. EE (O&M) Dn. Surajpur		
		7. EE (O&M) Dn. Manendragarh		
		8. RAO Ambikapur		
			9. EE (Civil) Ambikapur	Civil sub Dn Ambikapur
				Civil sub dn Manendragarh
		10. EE(Project) Ambikapur		
		11. EE(Project) Jashpur		
		12. EE(Project) Baikunthpur		
		13. EE(MT)Dn Ambikapur		
		14. RTC Ambikapur		
		15. LMTC Ambikapur		
		16. EE (Store) Bishrampur		
17. CE (Jagdalpur) Region	1. SE (Circle) Kanker	1. EE (O&M) Dn.Kanker		
		2. EE (O&M) Dn. Pankhajur		
		3. EE (O&M) Dn. Bhanupratappur		
		4. EE (O&M) Dn. Kondagaon		
		5. EE (O&M) Dn. Narayanpur		
	2. SE (Circle) Jagdalpur	6. EE Jagdalpur City Dn.		
		7. EE (O&M) Dn.Jagdalpur		
		8. EE (O&M) Dn. Dantewada		
		9. EE (O&M) Dn. Sukma		

		10. EE (O&M) Dn. Bijapur	
			MT Sub Dn Jagdalpur
		11. RTC Jagdalpur	
		12. Dispensary Jagdalpur	
		13. RAO Jagdalpur	
		14. EE (Store) Jagdalpur	
		15. EE (Project) Dn. Dantewada	
		16. EE (Project) Dn. Jagdalpur	
		17. EE (Project) Dn. Kanker	
		18. EE (Civil) Dn. Jagdalpur	Civil Sub Dn. Jagdalpur
			Civil sub Dn. Kanker

GENERAL SCOPE OF THE WORK OF INTERNAL AUDITOR OF CSPDCL

As per requirement under the provisions of Section 138 of Companies Act 2013 read with Companies (Accounts) Rules, 2014 CSPDCL intends to appoint CA/CMA Professional Firms as internal auditor for carrying internal audit of offices of CSPDCL As mentioned in tender. The Scopes of internal auditor for the internal audit work of different offices is mentioned as under which are only example. Appointed internal auditor shall have to work on any other specific / general scope of work as instructed time to time by Audit Committee of the Company over and above as given below. Further, the internal Auditor shall have to use all measures, techniques and knowledge to find out irregularity, anomalies and or to improve the system for cost and time saving. CSPDCL is having its operation on SAP/ERP system under various modules. E.g. FICO, MM, HR, e-bidding, Billing etc. Some of the figures shown in scope of work might be available in soft form under SAP only. The audit team is expected to verify and audit SAP system with the scope of work.

LT Revenue Audit of Sub Divisions & Zones

Note: Unless otherwise expressly stated, 100% audit to be carried out at zones and sub divisions (in each sub division for all DCs) shall be for any one month in one financial year on random basis. CSPDCL is required to conduct LT Revenue audit of 54 Zones & 134 Sub Divisions (each sub divisions has DCs which are 444 in Number). The number may increase marginally all over Chhattisgarh. The audit programme shall be 7 days per Zone and 03 days per DC in case of Sub Division. List of offices is attached in **annexure-I (List of Sub-Division & Zone and DCs in each Sub Division)**

*** All unbilled Consumers, Never billed Consumers, Negative billed Consumer and Zero billed Consumers to be checked for reason for non billing, Negative billing and Zero billing and separate report to be attached.**

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

- i. Records of CAC shall be checked thoroughly with counter foil / stub of energy bill available in distribution centre;
- ii. Postings from MR (Money Receipt) to CAC (in cases as applicable) and whether the receipts as stated in the CAC are continuous;
- iii. Legitimate utilisation of MR and control on stock of unused MR.
- iv. Any over writing and corrections made in CAC from counter foil of that particular bill are duly authorised;
- v. Payments received by cheques/drafts etc. are properly entered in the prescribed register. Further entries in register are attested by officer in-charge of the Distribution centre and have been duly entered in CAC;
- vi. Sum totals of each CAC are correct and CRA are prepared as per CAC;
- vii. CAC, being regularly checked by the clerk concerned is initialled by the junior engineer / Assistant Engineer, is closed every evening and the total receipts of the day are transferred to the Main Cash Book, the same evening. In case of defaults indicate the date from when to when it has not been checked and the names of the defaulting clerks;

- viii. Reconciliation of CAC with consumers' ledgers ;
- ix. That the realizations required to be deposited in bank have been routed through the CRA and that CRA has duly been signed by the depositor;
- x. Reconciliation of amount remitted into Bank during the particular month with the bank statements;
- xi. Time taken by distribution centre in submitting CRA to RAO. Reasons for delay, explanations of the staff, etc shall be analysed and included in the report.
- xii. Reconciliation of amount remitted through ATP machines time taken by ATP operator to deposit revenue at Division/Distribution Center and further to RAO. Reasons for delay should be analysed.
- xiii. Reconciliation of consumer ledger w.r.t. payment received through internet banking.

2 Adjustment made through CCB/CC4/CC7

All cases of adjustment made to the consumers' accounts are required to be checked thoroughly from CCB/CC4/CC7, including Interest on consumer deposits. Cases of discrepancies found shall be included in the report.

3 Meter Reading Diary

- i. Checking whether Meter Reading books are kept in a bound form for all the categories and progress reports are received from Meter Readers monthly showing the number of meters actually read by them;
- ii. Meter reading diaries have to be checked thoroughly, particularly for finding out the position of stopped/defective meter. Further, action taken by the officers on observations of meter readers and compliance to procedural requirements including Sample checking by AE/EE is also required to be verified and commented upon;
- iii. Assessment of units and its reasonability shall also be checked on sample basis. This shall include verifying whether the units consumed during a particular billing period are showing substantial difference against the units consumed in the earlier period and the connected load;
- iv. For new connections check whether the first bill is issued in compliance to the procedure as prescribed thereof.

4 Audit of billing operation

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

5 Domestic consumers

At least records of 10% consumers from consumer ledgers and meter diaries are to be checked thoroughly for analysing the following:

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

6 Commercial consumers

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

7 LT Industries

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

8 New Connection Register

Records of 100% new connections provided during the period shall be checked on random basis for the following:

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

9 Temporary Connection Register

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

- i. Check temporary connection register regarding compliance to rules prescribed for the same.
- ii. Check accuracy of tariff rates and the billing done for temporary connections.
- iii. Report on trend for number of temporary connections and collection of amount billed. Also compare with their number during previous period and comment on deviation against expected number for the current period.

10 Street lighting installations

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

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

11 Dishonoured Cheque Register

- i. To check whether the Dishonoured cheques register is properly maintained.
- ii. To check whether timely action has been taken for recovery of revenue including disconnection, penalty and legal action besides ensuring that the consumer records/books of account are updated immediately and intimated to the consumer for fresh payment along with surcharge and bank charges.
- iii. To check whether necessary entries in RED INK are made in the receipt and payment sides of the cash book as well as in the CAC and CRA of the day.

12 Cash & Bank

- i. Verify actual cash in hand with cash book, bank balances and cash in transit.
- ii. Reconciliation of book balances with General Ledger & balance as per Bank Statement.
- iii. Verify accuracy and cut off for cash transactions regarding recording of receipts in the same accounting period in which they have been received.

13 Analysis of receivables

- i. To check that defaulters list is being regularly received at the DC;
- ii. To check that status is being updated at the DC regarding defaulters and efforts made for recovery, including service of notice for outstanding dues;
- iii. To check whether dates are indicated on which:
 - Temporary disconnection orders are given effect to;
 - Permanent disconnection orders are given effect to;In case no such orders were implemented, ask reasons for the same;
- iv. Check whether list of defaulters is showing an increasing trend.
- v. Check whether list for cases of permanent disconnections is prepared in compliance to Electricity Supply code 2004 for submission to Commission.
- vi. To check whether outstanding charges/dues/amount of instalment fixed along with disconnection and reconnection charges as may be applicable, are received in case where temporary disconnections been restored.
- vii. In case of temporary disconnections made at request received from the consumer check whether all the monthly charges that are fixed in nature e.g. demand charge, minimum charge, meter rent etc have been received from the consumer in advance. Also check whether disconnection / reconnections charges have been received from the consumer.
- viii. In case of disputed / erroneous bills check that adequate records are being maintained for status of the dispute & its resolution. Also check on sample basis that in case the bill is found to be erroneous and accordingly a revised bill has been issued, whether adjustment has duly been made in the subsequent bill.

14. Others

- i. In case of seasonal consumers check's whether the seasonal credit has been given correctly;
- ii. Check whether regularization has been done of anomalies pointed out by vigilance, periodic inspection reports and other audits conducted;
- iii. Report on maintenance of records at DCs;
- iv. Checking compliance to tariff orders;
- v. Study the abnormal/sub-normal consumption in respect of high revenue yielding installations & report on the reasons for such variations;
- vi. Compare the consumption pattern of similar industries/installations to highlight possible loss of revenue;
- vii. Compare the average billing rate of revenue of the DC as a whole with average billing rate for each category of consumers. In case of average realization being significantly lesser than the overall average realization rate of the sub-division (of that category), investigate the reasons for the same and suggest remedial action, if any;
- viii. Compare the average consumption per installation of the DC as a whole with average consumption for each category of consumers. In case of average consumption being significantly lesser than the overall average consumption of the DC (of that category), investigate the reasons for the same and suggest remedial action, if any;
- ix. Compare the average revenue billed per installation of the DC as a whole with average revenue billed for each category of consumers. In case of average revenue billed being significantly lesser than the overall average demand of the sub-division (of that category), investigate the reasons for the same and suggest remedial action, if any;
- x. Analyze the balances of receivables (arrears in terms of number of days of demand) for each category of consumers and compare it individual with ledger balances. In case of large variations in the level of receivables in respect of a particular ledger, investigate the reasons, and suggest remedial action;
- xi. Verify the meter reading and billing efficiency. In case the percentage of meter reading and billing is significantly lower, auditor should take immediate action to report the matter to the administrative authorities for taking immediate appropriate action. While reporting the matter auditor should quantify the loss of revenue on account of the above reason;
- xii. Verify the collection efficiency. In case the percentage of collection efficiency is significantly lower as compared to the previous year, the auditor should report the matter to the administrative authorities for taking immediate appropriate action.

HT Revenue Audit

The professional firm have to undertake "Audit of HT Bills" inclusive, without limitation of following jobs:

- i. HT revenue audit involves 100% checking of all bills of all HT consumers of all these Regional Accounting Units Raipur-I / Raipur-II / Bilaspur / Durg/ Rajnandgaon/Jagdulpur/Ambikapur/Janjgir-champa or Raigarh.

- ii. HT revenue audit of entire state for FY 2020-21 and 2021-22 will be conducted at AMR Dn. Gudiyari Raipur under package-I**
- iii. Ensure that the following records have been properly maintained and updated:
- a) Consumer register
 - b) Meter sealing register
 - c) Security deposit register
 - d) Advance register
 - e) New connection application register (R-1)
 - f) Service connection register (R-2)
- iv. To check whether appropriate action has been taken, in the cases where consumption appears to be unreasonable/ abnormal when compared to the previous periods average consumption/ connected load, in a bill.
- v. To check whether bills are duly dispatched in time to the High Tension Consumers to whom the bills are to be distributed by the Regional Accounts Office.
- vi. To check whether meter testing report is coming as per prescribed intervals. And in case of any adverse report on meters, the fault is corrected within the reasonable time or not.
- vii. To check whether assessments of revenue in each case is correctly done on the basis of technical reports such as meter is fast or slow, application of correct tariff tables etc.
- viii. To check whether the billings and collections from large supply High Tension consumers have been properly accounted for in monthly billing and realization charts.
- ix. To check whether Power Factor surcharge has been correctly levied.
- x. To check when the metering equipment installed at the premises of the consumer is replaced average billing based on preceding/ succeeding month has been done.
- xi. To check whether hire charges of the metering equipment has been billed correctly (the prevailing cost of metering equipment is to be taken when the meter is changed and hire charges @ 2.3% of the cost should be billed).
- xii. To check whether billing has been done in accordance with ceiling fixed for Contract Demand (CD) wherever applicable.
- xiii. To check whether 3% Transformer losses charges have been billed where metering equipment is installed in L.T. side.
- xiv. To check whether TMM is billed correctly.
- xv. To check whether the tariff is correctly applied.
- xvi. To check the Maximum Demand (MD) is billed correctly.

- xvii. To check whether due Security Deposit is billed timely or not.
- xviii. To check whether line charges/ Security Deposit is included in the bill when it is not paid by the consumer on first presentation. To check that calculation of interest on SD reimbursable to the HT consumers is correct or not.
- xix. To check whether consumer has paid the amount on due date? In case the bill has not been paid whether due date, surcharge is levied.
- xx. To check Re-connection Charges, Disconnection charges are properly recovered.
- xxi. To check whether after serving 7 days notice, power supply is disconnected.
- xxii. To check whether payment of arrears/ outstanding dues if granted to be paid in instalments by the **Competent Authority** has been paid with surcharge.
- xxiii. To check the original agreement & see that C.D. shown in the bill tally with it.
- xxiv. To check whether cheques have been again accepted where previous cheque has been dishonoured.
- xxv. To check whether third party cheque has been accepted.
- xxvi. To check whether surcharge has been levied for the dishonoured cheque along with postal and bank commission charges where applicable.
- xxvii. To check that meter rent & billing (TMM) is charged on pro-rata basis in the month itself when connection (Power Supply) is given.
- xxviii. To check whether arrears are brought forward correctly.
- xxix. To check up the justifications of credit afforded to the consumer.
- xxx. To check whether while paying interest on cash Security Deposit dues already outstanding against the consumer has been adjusted.
- xxxi. To check up whether DCB (Demand-Collection-Balance) is prepared and demand tallies with HT **R - 15** and collection and Balance is correctly depicted.
- xxxii. To check up the position of DCB (Demand-Collection-Balance) statement with reference to subsidiary Register and Accounts figures.
- xxxiii. To check whether disconnection notice has been issued to the HT consumer timely in case of failure of HT Bills payment.
- xxxiv. To check billing of Special Minimum Guarantee (SMG) and rebate allowed to the HT consumers.
- xxxv. To check whether Bank Guarantee submitted by the HT consumers in case of Additional SD is renewed timely or not.
- xxxvi. In case of Captive Power Plant (CPP), it may be checked whether parallel operation approval in Board's Grid has been given by the competent

authority. In case of allowing parallel operation, it may also be ensured that parallel operation billing is being done for the concerned HT consumers/ CPPs.

xxxvii. Time of Day (TOD) consumers' files and billings should be checked whether billing and payment is made as per Board's rule.

xxxviii. In case of those HT consumers who are having Captive Power Plants, billing of Open Access Charges (OAC) like Reactive Energy Charges, Operating Charges, Wheeling Charges, Cross Subsidy Charges and Transmission Charges are being billed correctly or not.

xxxix. In case of payment of HT Bills, installment facility is allowed to any HT consumers, it may be ensured whether approval of competent authority has been taken or not.

xl. **Billing in case of defective meters:**

a) To ensure that the billing in case the consumer premises cease to function or meter becoming defective has been done based on average of the electricity supplied during the preceding three months in which the said meter was not defective.

b) To verify that in case the meter ceased to function or become defective within the first three months of commencement or the resumption of the supply, the average of the electricity supplied during three month subsequent to the replacement of the said meter has been taken as the basis for raising the bill for supply of electricity during the period during which the meter was defective.

xli. **Defective meter for seasonal consumer's:**

a) To ensure that for seasonal consumer in case the meter cease to function or has become defective during the year, the billing has been done based on the electricity supplied to the consumer in the same month of the previous year.

b) To verify that in case of new connection for a seasonal consumer where the meter become defective or cease to function during the year of commencement of supply or the resumption of electricity supply, the electricity supplied during such period for billing has been determined by the Divisional Engineer.

It is however emphasized that the coverage in the scope of services as mentioned above is indicative and not exhaustive. Apart from the audit observations, auditor will be required to indicate discrepancies / inadequacies in the system or procedures so as to initiate steps for improving the system and making it more efficient. The audit team will also be required to educate the dealing staff so as to avoid repetition of routine procedural / technical errors.

Further all other incidental / necessary activities for the completion of audit & resolution of matters arising during the audit shall deem to be included in the scope of services. In case of judicial proceeding(s) initiated by the Board pursuant

to the audit for the period, the auditor shall reasonably assist the Board office by acting as a witness and providing evidences required as related thereto.

Expenditure Audit:

Expenditure Audit at Headquarter may include the following,

1. C.E.(S&P)

- 1.1.** Checking of administrative & financial approval of and payment against tenders above Rs. 50 lacs.
- 1.2.** To check whether purchase orders are uploaded immediately and correctly in SAP after their issue. Report if delay is more than a week.
- 1.3.** Refund status of EMD/ SD
- 1.4.** Release of BG where the contracts are concluded.
- 1.5.** Check to ensure that tender procedures viz, payment of earnest money ,receipt of tender, opening of tender, attestation of tender by Finance Representative etc. are complied with.
- 1.6.** Check to ensure that tenders from black listed parties are dealt with as per orders/instructions on the subject.
- 1.7.** Check to ensure that ordered quantity is delivered within the due date as per delivery schedule; in case of extension, it may be seen that the extensions are approved by the competent Authority.
- 1.8.** Check to ensure that in case of cancellations that these are made with the approvals of the Competent Authority's terms of purchase order.
- 1.9.** Check to ensure that Purchase Order /agreement incorporate a suitable compensation Clause in case of delay in execution or non execution of Purchase/ various orders.
- 1.10.** Check to ensure that in the respect of Purchase Orders placed against ex-post-facto approval of Chairman/Board, that such ex-post-facto approval are in fact obtained.
- 1.11.** To check whether a proper system exists to check the approval of the competent authority before any action is initiated by the purchase department.
- 1.12.** To determine whether purchase orders are placed promptly after receipt of requisitions.
- 1.13.** To make sure that bids are properly analysed in accordance with the procedure lay down
- 1.14.** Where an award is made other than to the lowest bidder, find out why it was done and whether approval was secured and reasons for accepting a bidder other than lowest are properly recorded.
- 1.15.** To see that the procedures for registration of suppliers are followed as per rules.
- 1.16.** To verify whether tenders received against different enquiries are kept under safe custody and opened on due date.
- 1.17.** To verify whether tender opening register is maintained properly.
- 1.18.** To examine whether sales tax and all other taxes applicable as well as percentages thereof are mentioned on all purchase orders.

- 1.19. Proper action is being taken against the (i) Firm who has failed to supply the material /failed to carry out the work as per order (ii) Firm who has not supplied material in time, in required quantity and as per specifications of the supply order or against the firm who has not carried out the work in time and as per specification of the work order.
- 1.20. To check :- (a) whether nomenclature of specifications given in the tender/enquiry/Tender Notice tallies with the Quotations/Tenders received. If not, note the differences. (b) Whether rebates offered by the tenders for payment terms or quantity are brought out in the comparative statement and duly availed of. (c) Whether one supplier is quoting in different names so as to fulfil the requirement of minimum three quotations. (d) Whether there is any attempt to split the purchases.
- 1.21. To see that the adjustments for short supply or rejected material and credit received from the suppliers are handled correctly and promptly.
- 1.22. To see that proper GST rates have been applied as per GST Rate Schedule on purchase of materials.
- 1.23. Purchase has been made after call of comparative tenders by giving wide publicity where required and rates are reasonable as per prevailing market trend.

2. **ED/CE (Project)**

Before starting internal audit of this section, take details of all working / procedures of this section from HoD, read all circulars, policies and DoP.

- 2.1. Checking of administrative & financial approval of and payment against tenders above Rs. 50 lacs.
- 2.2. To check whether work orders are uploaded immediately and correctly in SAP after their issue. Report if delay is more than a week.
- 2.3. Refund status of EMD/ SD
- 2.4. Release of BG where the contracts are concluded.
- 2.5. Check to ensure that tender procedures viz, payment of earnest money ,receipt of tender, opening of tender, attestation of tender by Finance Representative etc. are complied with.
- 2.6. Check to ensure that tenders from black listed parties are dealt with as per orders/instructions on the subject.
- 2.7. Check to ensure that work orders are executed within the scheduled date in case of extension, it may be seen that the extensions are approved by the competent Authority.
- 2.8. Check to ensure that in case of cancellations/short closure of work orders are made with the approvals of the Competent Authority as per terms of order.
- 2.9. Check to ensure that work Order /agreement incorporate a suitable compensation Clause in case of delay in execution or non execution of orders.
- 2.10. Check to ensure that in the respect of work Orders placed against ex-post-facto approval of Chairman/Board, that such ex-post-facto approval are in fact obtained.
- 2.11. To check whether a proper system exists to check the approval of the competent authority before any action is initiated by the purchase department.

- 2.12.** To make sure that bids are properly analysed in accordance with the procedure lay down
- 2.13.** Where an award is made other than to the lowest bidder, find out why it was done and whether approval was secured and reasons for accepting a bidder other than lowest are properly recorded.
- 2.14.** To see that the procedures for registration of contractors are followed as per rules.
- 2.15.** To verify whether tenders received against different enquiries are kept under safe custody and opened on due date.
- 2.16.** To examine whether GST applicable as well as percentages thereof is mentioned on all work orders.
- 2.17** The following records may be checked in this office-
- i.)** Scheme wise sanctioned estimate register/ files.
 - ii.)** Work order register and files.
 - iii.)** Work Completion report registers and file.
- 2.18.** Proper action is being taken against the Firm who has failed to carry out the work as per order or against the firm who has not carried out the work in time and as per specification of the work order.
- 2.19.** To check :- **(a)** whether nomenclature of specifications given in the tender/enquiry/Tender Notice tallies with the Quotations/Tenders received. If not, note the differences. **(b)** Whether rebates offered by the tenders for payment terms or quantity are brought out in the comparative statement and duly availed of. **(c)** Whether one supplier is quoting in different names so as to fulfil the requirement of minimum three quotations. **(d)** Whether there is any attempt to split the work orders.
- 2.20.** Work order has been issued after call of comparative tenders by giving wide publicity where required and rates are reasonable as per prevailing market trend.

3. Establishment & Administration Section

The following records are generally required to be kept which require checking by auditor:-

- i) Attendance registers
- ii) Service books
- iii) Personal files
- iv) Medical claims register
- v) Advance (HBA, Conveyance advance, festival advance etc.) register
- vi) Telephone Register
- vii) Register of repairs and replacement
- viii) Purchase order
- ix) Stock register
- x) Dead Stock Register
- xi) T.A. Register
- xii) C.L. Register

- xiii) Postage stamp account registers.
- xiv) Log book of vehicle taken on hire.
- xv) To test check the indents, purchase orders, requisitions and stock register for stationery and printing material.

4. HR (Personnel) Department

- i) Expenditure on establishment and other than establishment items and their comparison with the proposed budgets.
- ii) Recruitment of staff of all cadres being made by the Company whether necessary, justified and proper procedure is being followed in recruitment.
- iii) To check the strength of staff with original sanctions of competent authorities with the staff in position.
- iv) To scrutinise the leave records of employees and test check the calculations of Earned & Commutative leave as per rules and note the postings of actual leave taken into service records /books with sanctioned applications. Regularisation of cases where the employees availed leave in excess of prescribed days, cases of non debiting of CL or any other kinds of leave, non deduction of salary against cross marking in the attendance register, deduction of salary of the employee towards LWP and other kinds of irregularities.
- v) To check the re-fixation of pay of employees as a result of promotion or an agreement with union or as per decision of Board/Company taken from time to time.
- vi) To see the proper records of each employee is maintained in the personal history sheet /service books. In case of new appointments it may be ensured that police verification reports have been obtained.
- vii) Test check whether all formalities are observed as per existing rules for the recruitments of employees in different posts.
- viii) To check the leaves are granted as per existing procedure of the Board/Company and properly noted in the personnel records/service books.
- ix) Proper action is taken in cases of suspension/termination /demotion/dismissal/compulsory retirement cases of the employee.
- x) Proper and timely action is taken in all the court cases by the Company.
- xi) Maintenance of service book of the employee as per Board's/Company's rule.
- xii) Records of Purchases of furniture and fixtures, purchase of computers, disposal of old furniture and computers are maintained properly and proper procedures have been followed in purchases and disposals.

5. Pay Rolls /Salary & Wages Payments

- i) To check each name in salary/wages sheet with attendance records received from the establishment section and other sections/departments concerned.
- ii) To check that D.A., C.C.A., H.R.A., other allowances are allowed as per rules.
- iii) To check the calculation of pension /family pension, gratuity, pension commutation etc of retired / deceased employees.

6. Medical Claims

To see that proper register of medical claims is maintained as prescribed and is kept up to date. The Advances taken for medical treatment are properly adjusted at the time of submission of final medical bill.

7. Provident Funds Account

Examine that employees are made members of P.F./NCP in accordance with the rules and regulations of the Provident Fund Act /Board's /Company's Provident fund Scheme.

8. Travelling Expenses

- i) To verify that the TA bills are correctly passed as per the Travelling Allowances Rules of the Board/Company.
- ii) To verify that the journey was actually performed and it was authorised by a competent authority.
- iii) To see that all advance payments for TA are made on the sanction of competent authority and individual accounts of such advances are duly posted in the TA advance register.

9. Transfer Advance

To verify the transfer TA bill with reference to relevant advice/order.

10. Telephone register

To test check the bills of telephone etc. as passed by Administrations.

11. Planning and Operation Department (O&M)

- i) Verify that administrative approval and technical sanction for various works is granted as per DoP and in accordance with norms /procedure.
- ii) Verify that funds are received for execution of deposit/Contributory works prior to commencement of such works.

12. Finance Department

i) Books of Accounts

- a) Ensure that the books of accounts required to be maintained as per CAG or any other Statute are maintained and duly updated.
- b) Verify that the booking of all transactions is in proper GL codes and classification of transactions is proper.
- c) Scrutiny of trial balances of all accounting units and head office, and reporting of the observations on the same.
- d) To verify accounting and treatment of interest charges, bank charges, guarantee and other charges on funding by various funding agencies.
- e) Checking of capitalization and depreciation calculations.
- f) Proper Accounting of Grants.

ii) Bank Transactions

- a) Reporting of the Status of bank reconciliation statement of bank account at the Company Office and passing of adjustment entries.
- b) Report on the settlement of all old items reflected in the BRS.
- c) Report on the status of FDR's and Investments indicating interest earned/accrued during the quarter vis-à-vis reinvestment of the amount.

- d) Surprise verifications.
- e) Review of the Bank Accounts and suggestions for the closure of unnecessary Bank accounts and discontinuance of the same.
- f) Reconciliation of TDS deducted by the Bank on investments and with 26AS.

iii) Reconciliation:-

Reconciliation of figures of various modules with FICO module. CSPDCL is having SAP/ERP system. Internal auditor may ensure that figures of various modules are in agreement with FICO module. It is also expected that internal auditor may help to prepare final Accounts.

iv) Debt Servicing

- a) Verification of repayment of principal of various loans as per the payment schedule.
- b) Interest payments on various loans.
- c) checking and preparation of JVs month wise and proper accounting entries of the same.
- d) Review of the terms and conditions and benefits accrued as per the loan agreements.

v) Central Bill Possessing Cell

- a) Sample checking of invoices of vendors which have been admitted for payment to verify that the invoice is in conformity with the contract terms and conditions and deduction of taxes, penalty etc. has been done properly.
- b) To verify that the vouchers for payment of taxes /statutory liabilities are prepared and submitted to payment section for timely remittance of taxes.
- c) To verify that uniform and consistent approach is adopted while pre audit of bills/invoices of various vendors.
- d) To verify that all invoices are processed within a reasonable time-limit and delays are not occurring.

13. Company Secretary.

This shall include checking of following:-

All statutory requirements as per Company's Act 2013 are complied.

14. Regulatory and Statutory Compliance

- i) Checking of fee & fines realized by Commission as per relevant Regulation.
- ii) Checking of violation of any provision of Income Tax, Service Tax, Commercial Tax etc.
- iii) Compliance of CSERC regulations.
- iv) To ensure adequate internal control procedures commensurate with the nature & size of the business in compliance to C&AG Report exist.
- v) Non compliance of payments of Statutory Dues along with the reasons for the same should be reported .
- vi) Checking of pending cases with the courts vis-a-vis occurring of contingent Liability.

15. Scope of Expenditure / Revenue Audit at RAO (Regional Accounting Units)

The Expenditure Audit shall cover all the ED/CE offices, Circles, Divisions and Accounting Units (RAO's/ Sr. A.O.'s) incurring expenditure under various heads of accounts such as :-

- i) Establishment expenditure.
- ii) Capital expenditures, distribution lines expenditure on new civil construction works etc.
- iii) Stores purchase and works contracts.
- vi) Claims against suppliers/ contractors, transportation, Railway etc.
- v) Office contingency expenditure/ Revolving fund.

For effective monitoring and analysis of expenditure, registers / relevant records are maintained in respective offices as per guidelines and instructions issued by the management from time to time, which can be collected from the concerned office at the time of conducting the audit.

List of some registers and records required to be checked are given below:

Division / Circle Offices

1. Establishment Section

- i. Service Book
- ii. Personal file.
- iii. Medical claim register and relevant files.
- iv. Advance Register TA/TTA etc.
- v. C.L. Register & Attendance register.
- vi. Postage Stamp Account Register.
- vii. L.W.P. Register.
- viii. Incumbency & increment register.
- ix. Register of rent recovery and allotment of departmental quarters.
- x. Pay bills register.
- xi. LPC issue / receipt files.
- xii. GPF sanction and its account register, pass book.
- xiii. Pay fixation on account of revision of pay, Promotion and higher pay scale.
- xiv. Bonus / Ex-gratia register.
- xv. Budget files / control register.
- xvi. G.O Register.
- xvii. Register of deduction from salaries.
- xviii. Scale Audit register.
- xix. HR/PF deduction registers.
- xx. I.T. deduction registers.
- xxi. Professional tax deduction registers.
- xxii. Insurance deduction registers.
- xxiii. Misc recoveries register.
- xxiv. LPC for G.O. /NGO register.
- xxv. Staffs advance register.
- xxvi. TA Bill / Adv. register for G.O./NGO.
- xxvii. Register of un-disbursed salary suspense.
- xxviii. EPF Register.
- xxix. Appointment order of G.O.
- xxx. Leave orders of G.O.
- xxxi. Punishment /charge report of G,O.

2. Cash Section:

- (i) Cash Book.
- (ii) Cheque / DD Register.
- (iii) MR book register.
- (iv) Paid vouchers.
- (v) Cash in Transit register.
- (vi) Un-paid salary registers.
- (vii) Duplicate key of chest register & file.
- (viii) Bank pass book / cheque book and bank reconciliation register.
- (ix) Imprest / RTA/ Revolving fund/ Temp Advance register & its account file.
- (x) Local purchase/ contingency exp. Register.

3. Purchase Section

- (i) Purchase order register & scrutiny of purchase proposal/ recommendation/approval files.
- (ii) Tender /enquiry register.
- (iii) Supplier / contractors bill register.
- (iv) Register of registration of contractor / suppliers.
- (v) Advertisement file & bill pass register.

4. General Section

- (i) List of vehicles. Log books.
- (ii) Register and contract files of engaged private vehicle on hire.
- (iii) Sanctioned R&M estimate file & expenditure account register.
- (iv) Stock accounts register of stationary & printed stationary.
- (v) Telephone bill / file.
- (vi) Dead stock register, office furniture & equipments.
- (vii) Property and assets register/ fixed assets register.
- (viii) Dispatch & Receipt register.
- (ix) Register of theft cases.
- (x) Register for private use of vehicles & Telephones.

5. Works Section

- (i) Scheme wise sanctioned estimate register/ files.
- (ii) Work order register and file.
- (iii) MAS account register.
- (iv) Completion report registers and file.
- (v) Store issue / return summary register and file.
- (vi) Fund allotment against various accounts heads/ schemes file.
- (vii) Survey report register / files.
- (viii) Receipt / return indent of unserviceable/ balance material to Areas Store register and file.
- (ix) RA bills and MBs.
- (x) Capitalization of cost of completed works. Any other section if not covered above specifically.

6. ACCOUNTING UNITS (RAO's /Sr. A.O.'s)

(i) Cash Section

- a) Receipt cash book.
- b) Payment cash book.
- c) Register of MR.
- d) Register of cheque book.
- e) Register of dishonoured cheques.

- f) Register of cancelled cheques.
- g) Register of cheques lost and fresh cheques issued.
- h) Register of Sales tax.
- i) Register of Income Tax.
- j) Register of stamp acknowledgement.
- k) Register of cheques received from private parties.
- l) Register of power of attorney, important documents etc.
- m) Register for transmission of cash.
- n) Service tax component.

(ii) Works Section

- a) Register of bills.
- b) Register of contract agreement.
- c) Contract ledger.
- d) Works Register
- e) Estimate Register.
- f) Imprest Register.
- g) Temp Advance Register.
- h) Register of provisional payment.
- i) Register of contingences.
- j) Register of suspense account.
- k) Register of letters of credit.
- l) Register of Railway credit note / Railway freight.
- m) Register of misc. recoveries.
- n) Register of advance payments.
- o) Register of material received and short supplies.
- p) Register of sale of stores.
- q) Personal ledger of suppliers / contractors.
- r) Register of inter region stock transfer accounts.
- s) Opening and closing balance of stock register.
- t) Register of profit and loss on stores.
- u) Purchase order files.
- v) SVS register,

(iii) Accounts Sections:

- a) Completion report ledger.
- b) Control ledger.
- c) Register of Head office suspension.
- d) JV prepared register.
- e) EM/SD registers.
- f) Check that all the expense are recorded in proper Account Heads as per their nature. Check that all the statutory liabilities (i.e. Income tax, Services tax, sale tax, Electricity duty/Cess etc.) are being paid timely and correctly.

16. Bank Transactions

- a) Reporting of the Status of the bank reconciliation statement of the bank account at the Corporate Office and ensure passing of adjustment entries in accounting unit.
- b) Report on the settlement of all old items reflected in the BRS.
- c) Report on the status of FDR's and Investments indicating interest earned/ accrued during the quarter vis-à-vis reinvestment of the amount.
- d) Surprise verifications.

- e) Review of the Bank Accounts and suggestions for the closure of unnecessary Bank accounts and discontinuance of the same.
- f) Reconciliation of TDS deducted by the Bank on investments

Store Audit

This shall include checking of following:-

- (i) Timely receipt of various materials as per terms, conditions and as per specification of the order. Timely entry of materials in the Bin Card.
- (ii) Timely testing of materials as per conditions of supply order and proper receipt of test report.
- (iii) Timely lifting, repairing and return of material failed within Guarantee period by the supplier/repairing firms as per condition of order like Meter, Power Transformer and Distribution Transformer etc. Timely action taken towards recovery of penalty from the supplier/repairing firms for cases like non lifting of materials in time, timely raising liability, recovery of liability etc. as per terms & conditions of the order.
- (iv) Timely issue of various materials to the field offices in order to reduce the inventory of the material.
- (v) Proper maintenance of records of receipt/ issue of material as per procedure of the Board/Company.
- (vi) Timely auction for disposal of scrap material. Proper up-keeping and safety of the materials available in store.
- (vii) Check to ensure that in case defects are noticed within the warranty period, whenever a warranty exists, due claims are made on the vender/supplier.
- (viii) Ensure reconciliation and neutralization of difference as per accounts and as per the physical verification of inventory is done.
- (ix) Reporting on the status of the physical verification of inventory.
- (x) Check to ensure that the quantity delivered against the order is within the +/-tolerance limits stipulated in the Purchase Order.
- (xi) To list out non moving stock/more than 24 months.
- (xii) To check whether minimum level /maximum level fixed.

RA & PM Department -Power Purchase and Inter-State Sale

- i) Scrutiny of Power Purchase Agreements with tender conditions and various CERC / CSERC Regulations.
- ii) Scrutiny of procedures followed for procurement of power from trading company in accordance with agreed terms & conditions.
- iii) Scrutiny of all agreement with CPPs, IPPs and Biomass power producers to analyze rate of power and other terms and conditions.
- iv) Verifying all the monthly bills of CPPs, IPPs and Biomass for the year 2017-18 and 2018-19 on the following matters:-
 - Rate of power
 - Verification of Load factor calculation
 - Purchase limits, Penalty, Rebate & Discount
 - Other terms and conditions of purchase & payments
- v) Verification of Central Sector bills & payments.

- vi) Verification of transmission charges bills with regard to CERC / CSERC Regulations.
- vii) Verification of reimbursement of payment to traders (i.e., PTC, NTPC, VVN & Mittal Power & etc).
- viii) Scrutiny of REA (Regional Energy Account) to verify unit purchased by the CSPDCL.
- ix) Sale of Inter-state power and payment status.
- x) Any other issues related to purchase / sale of power.

Annexure II (b)

General Scope of work is given in Annexure II (a). However, actual jurisdiction of audit will be as under which may please be co-related

Sl. No.	PACKAGE	INTERNAL AUDIT OF FY 2020-21	INTERNAL AUDIT OF FY 2021-22
1	I	LT Revenue and expenditure audit of Raipur City and Jagdalpur Regions including all subordinate offices, HT Revenue audit of all RAOs (AMR Cell-I, Gudhiyari Raipur) and Expenditure audit of offices at HQ. Power purchase Audit, Store Audit.	LT Revenue and expenditure audit of Raipur City and Jagdalpur Regions including all subordinate offices, HT Revenue audit of all RAOs (AMR Cell-I, Gudhiyari Raipur) and Expenditure audit of offices at HQ. Power purchase Audit, Store Audit.
2	II	LT Revenue Audit of all Sub Divisions and zones in Raipur (Rural) and Raigarh region, Expenditure Audit, Store Audit	LT Revenue Audit of all Sub Divisions and zones in Raipur (Rural) and Raigarh region, Expenditure Audit, Store Audit
3	III	LT Revenue Audit of all Sub Divisions and zones in Durg and Rajandgaon region, Expenditure Audit	LT Revenue Audit of all Sub Divisions and zones in Durg and Rajandgaon region, Expenditure Audit
4	IV	LT Revenue Audit of all Sub Divisions and zones in Bilaspur and Ambikapur region, Expenditure Audit, Store Audit	LT Revenue Audit of all Sub Divisions and zones in Bilaspur and Ambikapur region, Expenditure Audit, Store Audit

Package wise Mandays of audit required for FY 2020-21 and 2021-22**Execution of work and reporting**

Awarded firm shall start the work of internal audit within 30 days of receipt of order. The work of internal audit shall be executed and reporting shall be done on half yearly/ annual basis as under :-

Package	Region	LT Revenue Audit				HT Revenue Audit			
		No of Offices (Zones/Sub Dn)	Days	Person per day	Mandays	No of Offices	Days	Person per day	Mandays
I	Raipur City Region and Jagdalpur Region	44	327	2	654	1	48	3	144
II	Raipur Rural and Raigarh Region	65	553	2	1106				
III	Durg and Rajnandgaon Region	48	419	2	838				
IV	Bilaspur and Ambikapur Region	53	395	2	790				
	Total	210	1694	2	3388	1	48	3	144
	total mandays								
	For 2 years								

Package	Region	Expenditure Audit				Store Audit				Power Purchase			
		No of Offices	Days	Person per day	Mandays	No of Offices	Days	Person per day	Mandays	No of Offices	Days	Person per day	Mandays
I	Raipur City Region and Jagdalpur Region	48	188	2	376	2	15	2	30	1	23	3	69
II	Raipur Rural and Raigarh Region	42	160	2	320	1	5	2	10				
III	Durg and Rajnandgaon Region	30	120	2	240								
IV	Bilaspur and Ambikapur Region	40	160	2	320	2	10	2	20				
	Total		628	2	1256	5	30	2	60	1	23	3	69
	total mandays												4917
	For 2 years												9834

Number of Auditee offices can increase marginally in case of any increase in auditee offices the professional fees fixed shall be increased proportionately. The audit Report shall also contain suggestions from auditor to improve system, internal control, performance of offices/ staff /property etc.

Note: Audit of FY 2020-21 and 2021-22 will be conducted simultaneously in one programme and report will be submitted separately for each Financial Year.

Payment Terms of Professional Fee for FY 2020-21 and 2021-22

Professional fee shall be paid generally within 30 days after completion of the audit work on submission of the bill (as per clause 9) to the O/o ED (Finance), CSPDCL. The payment terms for each year of the Contract period will be as follows:

Sl.No.	Quantum of work	Programme submission date	Time period of completion of Audit	Time period of Submission of Report	% of Annual Fee
1.	50% LT Revenue Audit and 50% Expenditure Audit	Within 01 month from date of order	To be completed within 3 months from the date of order	Within 15 days from date of completion of Audit of the Auditee office	25% of Contract Amount
2.	100% HT Audit, 100% Store Audit and 50% Expenditure Audit	Within 01 month from date of order	To be completed within 3 months from the date of order	Within 15 days from date of completion of Audit of the Auditee office	25% of Contract Amount
3.	Remaining 50% LT Revenue Audit and 50% Expenditure Audit	Within 03 month from date of order	To be completed within 6 months from the date of order	Within 15 days from date of completion of Audit of the Auditee office	25% of Contract Amount
4.	Remaining 50% of Expenditure Audit and 100% Power Purchase	Within 03 month from date of order	To be completed within 6 months from the date of order	Within 15 days from date of completion of Audit of the Auditee office	25% of Contract Amount

The Professional Fee quoted by the firm is deemed to cover the width (coverage) of audit in terms of all sphere and depth. In case, poor performance is observed in any part of the Audit Report, the fee for concerned part of the work may be deducted on rational basis, depending on the works coverage of the office concerned.

On Firm's Letter Head

UNDERTAKING

We hereby declare that, the firm _____ does not have any legal suit/ criminal case pending or contemplated against it on ground of moral turpitude or for violation of any law in force.

Further we declare that, no internal audit reports were rejected partially or fully by CS Power Company earlier.

The facts and information furnished by us are true to the best of our knowledge.

For, (Firm's Name _____)

[Chartered Accountants]

(FRN NO,- _____)

[Partner Name: _____]

Membership No. _____.

Place: _____ .