

## **BID DOCUMENT**

### **NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT/APPOINTMENT OF GST AUDITORS.**

HP Power Corporation Ltd. invites Expression of Interest (EOI) from Firms/LLPs of Chartered Accountants (CA) / Cost Accountants (CMA) for Empanelment/ Appointment of GST Auditors. The detailed document for EOI consisting Scope of work, Selection Criteria, terms & conditions and schedule of fees etc. together with **Annexure – I & II** are available at the websites **www.hppcl.in** The empanelment/selection of the GST auditors shall be based on the qualifying criteria given in EOI document.

Interested Firms/LLPs of CA/CMA having requisite qualifications may send their application in prescribed format in sealed envelope superscribing “**Expression of Interest (EOI) For Empanelment/Appointment of GST Auditors**” so as to reach in the office of **The Director(Finance), Himfed Building, BCS, New Shimla-171009(HP) latest by 29<sup>th</sup> September, 2018 till 5.00 PM.**

## **DOCUMENT FOR INVITATION OF EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT/ APPOINTMENT OF GST AUDITORS**

### **1. Introduction:**

Himachal Pradesh Power Corporation Limited (HPPCL) was incorporated in December, 2006 under the Companies Act 1956, with the objective to plan, promote and organize the development of power generation on behalf of Government of Himachal Pradesh (GoHP). Target of HPPCL is to develop 861 MW Power generating capacity by March 2020 and 1218 MW by the year 2024. For further details, please refer our website [www.hppcl.in](http://www.hppcl.in)

### **2. Scope of Work:**

As per the requirement of GST Act, HP Power Corporation Ltd. is required to appoint GST Auditor for all its location in Himachal Pradesh having single registration. The appointed Firms/LLPs are required to carry out GST Audit under section 35 (5) of CGST Act, 2017 read with Rule 80 of CGST Rules, 2017, as amended from time to time, for all Principal Place of Business and Additional Place of Business assigned to him and to issue separate Audit Report / Certificate/ Statement in adherence to the relevant orders/clarification issued/prescribed under GST Act. However, if necessary for assignment, auditor may visit the additional place of business in connection with the audit.

The Auditor will be required to issue GST Audit Report including requisite reconciliations and certification of specific, incidental and ancillary records as per the requirements of the GST legislation or any other authority and as per the timelines fixed by HP Power Corporation Ltd. for timely compliance of the GST legislations. Further, above audit report shall also be filed electronically as per the provisions of GST Laws by the appointed Firms/LLP. In connection with above audit, guidelines issued by Institute of Chartered Accountants of India and/or Institute of Cost Accountants of India, if any shall also be followed by the auditors to have uniformity across the Corporation.

### **3. The schedule of fee will be as follow:**

- i. Total fees for the GST Audit will be Rs.50000/-(Rupees Fifty thousand only).
- ii. 100% fees will be paid on completion of GST Audit and submission of audit report as per statutory requirements.
- iii. GST shall be paid extra as applicable.
- iv. Tax deduction at source (TDS) will be made as applicable.

**4. Travelling & Daily Allowance including local conveyance** shall be paid only in case of any visit required from the place of office of CA/CMA Firms/LLPs at which appointment letter has been issued to the location where visit is made and the same shall be regulated based on actual claims subject to the followings entitlement:

- i) Partners: Equal to Dy. General Manager of HP Power Corporation Ltd.
- ii) Qualified Assistants: Equal to Manager of HP Power Corporation Ltd.
- iii) Semi Qualified/Other Assistants: Equal to Dy. Manager of HP Power Corporation Ltd.

#### **5. Deliverables:**

The Auditors will be required to issue Audit Report/Certificates in respect of GSTIN of the corporation as per the requirements of the GST legislation. Further, above audit report shall also be filed electronically as per the provisions of GST Laws, as amended from time to time. Requisite reconciliations and certification of specific, incidental and ancillary records as required by GST Laws shall also be done by GST Auditor.

#### **6. GST Audit Team**

GST Audit Team shall consist of adequate number of qualified/semi-qualified assistants (CA/CMA) led by a partner of the Firm/LLP. Maximum number of above audit team shall not be more than **three** including partner.

#### **7. General Instructions**

##### A. Instruction to audit firms

- 1. Format for Application (**Annexure-I**) must be completely filled in. Incomplete applications will be rejected out-rightly.
- 2. Please ensure that date of registration of Registered Office/Branch Office(s), date of joining of partners/qualified/semi-qualified assistants into the firm should be invariably indicated in the application.
- 3. All EOI will be evaluated on the basis of documents furnished along with application only.
- 4. Since all the applications will be evaluated strictly on the basis of Selection Criteria as laid down in **8.2**, please avoid attaching unsolicited information/ documents to processing applications expeditiously.
- 5. All documents submitted should be signed by a partner with his name and under the seal of the firm.
- 6. Any application received after the stipulated date due to any reason whatsoever, will be rejected out-rightly.

##### B. List of documents to be submitted along with the Applications/EOIs

Interested audit firm are advised to go through contents of EOI documents carefully and submit attested copies of the following documents in proper sequence along with the EOIs as described hereinafter:

1. Registration certificate of the firm issued by the Institute of Chartered Accountants of India/ Institute of Cost Accountant of India. Information related to year of establishment of Head Office & Branch Office(s), Address, detail of partners and their membership nos. as indicated in the certificate will be treated as conclusive and final information for evaluation of EOIs.
2. Membership certificate of the Partners/Qualified Assistant issued by the Institute of Chartered Accountants of India/ Cost Accountants of India.
3. Certificate/ Marks sheet issued by the ICAI/ICMAI in evidence of qualification of Semi-Qualified Assistants.
4. Copies of appointment order for statutory audit/ Internal Audit/ GST Consultant in PSUs (Central/ State) in evidence of experience.
5. The firm must submit a copy of audited balance sheet and P&L Account for the last three years i.e. 2014-15, 2015-16 and 2016-17.
6. Copy of PAN Card.
7. Copy of GST registration.
8. A cancelled cheque of the bank to which fee payment will be made.
9. A copy of complete EOI documents duly signed and documents are to be signed by the partner/owner of the firm along with seal of the firm as a token of acceptance of all terms and conditions.

## 8. Criteria for empanelment /appointment

### 8.1 Minimum Eligibility Criteria:-

- a. The firm should have at least 5(Five) years experience as Internal/Statutory Auditor in Central/State PSUs.
- b. The average annual turnover of the firm during last three financial years must be at least Rs.10 lakhs.
- c. The firm must be registered under the GST Authorities.

**8.2 The empanelment of the CA/CMA Firm/LLP** for appointment as GST Auditor shall be as per qualitative criteria based on the overall suitability of the Firm/LLP. The following criteria will be the basis of marks to be assigned to the Firm/LLP for empanelment.

| Sl.no | Particulars  | Points to be allocated  | Max. Points  |
|-------|--|---|--------------|
| 1     | Year of Establishment of Audit Firm/Limited Liability Partnership Firm (Minimum 5 years)   | 2 (Two) per year in the existence (fraction of the year to be ignored)                        | 20 (Twenty)  |
| 2     | No. of Partners in the Firm/ Limited Liability Partnership Firm who are associated with the firm for not less than three years as on date of application | a) 2 (two) for each Partner who is ACA/ACMA<br>b) 3 (Three ) for each Partner who is FCA/FCMA | 15 (Fifteen) |
| 3     | No. of full time Qualified Assistants (CA/CMA) employed with the firm  | 2 (two) per qualified Assistant   | 10 (Ten)     |
| 4     | No. of semi-Qualified Assistants (CA/CMA intermediate employed with the firm).   | 1 (one) per Semi-qualified Assistant  | 5 (Five)     |

|    |  |   |                |
|----|--|---|----------------|
| 5  | Turnover of the firm (Average annual turnover in the last three years) At least Rs. 10 Lakh        | Rs. 10-12 Lakh= 5 Marks<br>More than Rs. 12-15 Lakh= 8 Marks<br>More than Rs. 15 Lakh= 10 Marks | 10<br>(Ten)    |
| 6  | Experience of internal/Statutory Audit assignment of power sector PSUs (Central/State)             | 5 (Five) points per Assignment per year (fraction to be ignored)                                | 20<br>(Twenty) |
| 7  | Experience of internal/Statutory Audit assignment of other than power sector PSUs in Central/State | 2 (Two) points per Assignment per year (fraction to be ignored)                                 | 10<br>(Ten)    |
| 8  | Place of registered Office/Branch office of Chartered Accountant/ Cost Accountant firm.            | As per detail given below(*)  | 10<br>(Ten)    |
| 10 |  | Total Points  | 100            |

\*

- **For firms registered in Himachal Pradesh/Chandigarh-10 Points**
- **For firms registered in any other states/UTs- 5 Points**

#### 9. Terms and Conditions:

i. Empanelment of Firms/LLPs of Chartered Accountants/Cost Accountants for appointment as GST auditor shall remain valid for 3 Financial Years i.e. for Financial Year 2017-18,2018-19 & 2019-20.

ii. The tenure of appointment shall be at the sole discretion of the Company. The appointment for said assignment shall be made for each year separately and for a maximum of three years. It is expressly stated here that empanelment of the Firms/LLPs is not to be construed as assured appointment and the Company reserves the right not to appoint/reappoint at its sole discretion without assigning any reason thereof.

iv. The Company reserves the right to accept / reject any or all the offers without assigning any reason whatsoever therefore.

v. Overwriting/correction/erase and/or use of white ink should be avoided in the offer. However, if any overwriting/correction/erase is inevitable, the same should be authenticated with the signature & seal of authorised person of applicant Firms/LLPs.

viii. Declaration that applicant Chartered Accountants/Cost Accountants Firms/LLPs have not been banned/de-listed/de-barred from business by any PSU/Govt. Department during last 03 (three) years shall be submitted in **Annexure-II**.

x. Company shall deduct TDS/any other tax/levy as per prevailing rules/rates.

xi. All the pages of this EOI document and documents submitted along-with the offer shall have to be authenticated by the authorised signatory of the applicant Firms/LLPs along with the Firms/LLPs seal.

xii. The EOI should be submitted strictly as per the terms and conditions laid down in the document. The EOI in the Prescribed Format alongwith all enclosures/documents shall be submitted in physical form to the following address:

**The Director(Finance),  
Himfed Building,BCS,  
New Shimla-171009(H.P)  
Contact No. 0177-2671824/2671716**

Xiii) Application documents consisting all the documents placed on website duly sealed and signed are to be submitted as a token of acceptance of all terms and conditions. Envelope must be sealed and super scribed mentioning ***“Invitation of Offers for Expression of Interest for Empanelment/Appointment of GST Auditor”***. The name and address of the Firms/LLPs must be indicated on the body of the envelope.

**10. Compliances / Declarations /Certificates by Firms/LLPs on appointment:**

i. The Chartered Accountant/Cost Accountant Firms/LLPs shall not sub-contract the assigned audit work.

ii. The Chartered Accountant/Cost Accountant Firms/LLPs shall work in strict confidence and shall ensure that the related data or information in respect of the operation of the Power Station/Project/Company is dealt with in strict confidentiality and secrecy.

iii. The assignment shall be completed within time frame specified by the Company.

iv. No partner of the Chartered Accountant/Cost Accountant Firms/LLPs should be related to either M. D. or any Whole Time Directors or Part Time Directors of the Company within the meaning of the Companies Act, 2013.

v. Neither the Chartered Accountant/Cost Accountant Firms/LLPs nor its partner(s) or associates should have any interest in the business of the Company.

vi. The Chartered Accountant/Cost Accountant Firms/LLPs shall be free from any disqualification under The Companies Act, 2013.

vii. The partners holding Certificate of Practice issued by Institute of Chartered/Cost Accountants of India shall be in whole time practice.

viii. The Chartered Accountant/Cost Accountant Firms/LLPs shall ensure that data given to them by the company and any information generated from the data provided shall not be used by the Auditor for any other purpose.

**11. Debarring Provisions:**

The Audit Firm/LLP will be debarred from getting, the GST audit or any other assignments of HP Power Corporation Ltd:

i. If the Firms/LLPs obtains the appointment on the basis of false information/mis-statement.

ii. If the Firms/LLPs does not take up audit in terms of appointment letter.

iii. If the Firms/LLPs fails to maintain/honour confidentiality and secrecy of the Company’s data.

## Annexure-I

### Format of Application

|    |                  |  |
|----|------------------|--|
| 1. | Name of the Firm |  |
|----|------------------|--|

|    |  |  |                                     |
|----|--|--|-------------------------------------|
| 2. | Registration No. of firm:-<br><br>(Institute of Chartered Accountant of India/Institute of Cost Accountant of India) |  | Respective page no of the document. |
|----|--|--|-------------------------------------|

|    |                                  |  |          |
|----|----------------------------------|--|----------|
| 3. | Date of Registration of the firm |  | Page No. |
|----|----------------------------------|--|----------|

#### 4. Details of Head Office & Branch Office(s):-

##### Head Office:-

| Address | Date of Establishment | Contact No(s)/Fax | E-mail | Page No. |
|---------|-----------------------|-------------------|--------|----------|
|         |                       |                   |        |          |

##### Branch Office 1:-

| Address | Date of Establishment | Contact No(s)/Fax | E-mail | Page No. |
|---------|-----------------------|-------------------|--------|----------|
|         |                       |                   |        |          |

(Insert further Branch Office(s), if any)

#### 5. Details of Partners in the Firm/Limited Liability Partnership (The partners only full time associated with the firm and should not be partner with any other firm only be included) :-

| Sl. No. | Name of the Partner | Membership No. | Membership status<br>ACA/FCA/ACMA/<br>FCMA | Date of joining of the firm as partner | Respective page no of the document |
|---------|---------------------|----------------|--|--|------------------------------------|
|         |                     |                |  |  |                                    |

#### 6. Details of Qualified Assistants (Full time):-

| Sl. No. | Name of the Qualified Assistants | Membership No. | Membership status<br>ACA/FCA/ACMA/<br>FCMA | Respective page no of the document. |
|---------|----------------------------------|----------------|--|-------------------------------------|
|         |                                  |                |  |                                     |

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|--|--|--|--|--|
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|--|--|--|--|--|

7. Details of Semi-Qualified Assistants:-

| Sl. No | Name of the Semi-Qualified Assistant | Whether CA/CMA Intermediate | Page No. |
|--------|--------------------------------------|-----------------------------|----------|
|        |                                      |                             |          |

8. Details of Experience in Power Sector:-

| Sl. No | Name of the Company/Unit | Year of Audit | Type of Audit – whether Statutory/GST AUDIT | Page No |
|--------|--------------------------|---------------|---|---------|
|        |                          |               |   |         |

9. Details of Experience in PSUs other than Power Sector:-

| Sl. No | Name of the Company/Unit | Year of Audit | Type of Audit – whether Statutory/GST AUDIT | Page No |
|--------|--------------------------|---------------|---|---------|
|        |                          |               |   |         |

|     |                       |  |          |
|-----|-----------------------|--|----------|
| 10. | PAN No. of the firm:- |  | Page No. |
|-----|-----------------------|--|----------|

|     |                       |  |          |
|-----|-----------------------|--|----------|
| 11. | GST Registration No:- |  | Page No. |
|-----|-----------------------|--|----------|

12. Bank details for NEFT:-

|      |   |  |
|------|---|--|
| i.   | Bank Name                                   |  |
| ii.  | Branch Name, Address & Pin Code             |  |
| iii. | Type of account (saving or current account) |  |
| iv.  | IFSC Code No.                               |  |

Declaration:

I/We, \_\_\_\_\_ Partner/owner of the Firm \_\_\_\_\_, hereby declare that the above information furnished is true & correct to the best of my knowledge and I will abide by the Terms & Conditions set by the company for the Appointment / Empanelment as GST Auditors.

**Signature of Partner with  
Name & Seal of the Audit Firm**



**Declaration of Ineligibility  
(By the CA/CMA Firms/LLPs)**

I/ We, M/s ..... (Name of Chartered Accountant/Cost Accountant Firm/LLP) hereby certify that I/we have not been banned/de-listed/de-barred from business by any PSU/Govt. Department during last 03 (three) years.

**Signature of Partner with  
Name & Seal of the Audit Firm**