

REQUEST FOR PROPOSAL (RFP) DOCUMENT
FOR EMPANELMENT OF FIRM AS INTERNAL AUDITOR OF
DRAWING AND DISBURSEMENT UNITS OF
U.P. POWER CORPORATION LTD.

1. OBJECTIVE:-

U. P. Power Corporation Ltd. (UPPCL) intends to empanel eligible firm for the Internal Audit of its 19 Units for the financial year 2023-24 to 2024-25. As per decision of the management, Internal Audit work is to be carried out by the empanelled firms of Chartered Accountants/Cost Accountants. The very prime objective of the management is to cover up all the areas of the activities under Internal Audit for which detailed scope of Work will be provided later. The Internal Audit will aim at ensuring proper and full compliance of rules, orders and procedures as prescribed and to avoid inefficiencies as well.

2. IMPORTANT DATES:-

Date of issue of RFP

Last date for submission of proposal

(before 5:00 PM)

3. ELIGIBILITY CRITERIA:-

- (1) Only firms of practicing Chartered Accountants/Cost Accountants are eligible for the Internal Audit assignment.
- (2) The Firm must have completed minimum 5 years of existence. (Firms which have completed longer period will be given preference.)
- (3) The Firm should have its head office/branch office situated at Lucknow.
- (4) Firms having experience of Internal Audit and/or audit of Power Sector Companies/Distribution Companies will be given preference.

4. SUPPORTING DOCUMENTS:-

- (1) Proposal of the firm in the attached form with supporting documents
- (2) The firm shall submit a declaration for not subletting the work if allotted.
- (3) A declaration from the firm in the letterhead stating that they have head office/branch office at Lucknow.
- (4) Copy of PAN Card and GST Registration Certificate.

5. SUBMISSION OF THE PROPOSAL:-

The proposal in the prescribed format with profile of firm and all other necessary supporting documents should be submitted on or before 5:00 PM on 12.10.2023 to the following address:-

TO,
THE MANAGING DIRECTOR,
U.P. POWER CORPORATION LIMITED,
SHAKTI BHAWAN, 14, ASHOK MARG,
LUCKNOW (U.P.) - 226001
Email.Id- mduppcl12@gmail.com &
df_uppcl@yahoo.com

6. SCOPE OF THE INTERNAL AUDIT:-

Empanelled firms of Chartered Accountants/Cost Accountants will be required to examine and check the books of accounts and records incidental to the working of company headquarters/units concerned, as per Terms of Reference (TOR), which will be provided to the firms at the time of allotment letter /LOI.

7. AUDIT FEES AND MODE OF PAYMENT:-

The Internal Audit Fees will be according to the category of unit assigned to the firm. The category of units and Fees thereof is prescribed as under:-

• Category of Units/Offices	Time Stipulated for completion of internal audit work (No. of Working Days)	Fees per Annum (Amount in Rs.)
1.	2.	3.
A.	15 Days	40,000/- Per Unit
B.	10 Days	25,000/- Per Unit
C.	06 Days	15,000/- Per Unit

Note :-

- (i) T.A. & D.A. Rates will be applicable as per UPPCL guidelines. (Order no. 2060-कार्य/चौदह-पाकालि/ 2022-28-के/2021 Date 12.09.2022)
- (ii) Taxes as applicable will be paid in addition to fees mentioned above.

8. Submission of Audit Report— The Audit report shall be submitted in 2 phases of all units of A, B and C category as follows:

Category	Phase 1 (April to December)		Phase 2 (January to March)	
	Working Days	Date of submission of Audit Report	Working Days	Date of submission of Audit Report
A	10	15 February	05	20 April
B	06	15 February	04	20 April
C	04	15 February	04	20 April

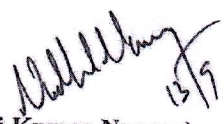
The Internal Audit fee bill duly pre-receipted and signed shall be submitted along with the Internal Audit Report which shall be verified and paid by the concerned Unit/ZAO. The payment of audit fees shall be released within fifteen days from the date of completion of statutory audit of UPPCL.

9. ALLOCATION OF UNITS:-

Allotment of audit to any audit firm of any unit out of all 18 units, is a sole discretion of UPPCL. The management decision in this regard will be final and any communication regarding change of unit will not be entertained.

10. OTHER CONDITIONS:-

- 1-The management of U.P. Power Corporation Ltd. reserves its right to reject any proposal without assigning any reason.
- 2- If the empanelled firms of Chartered Accountants/Cost Accountants do not undertake the Internal Audit work or complete the Internal Audit work within the prescribed time limit, the management of U.P. Power Corporation Ltd. may assign the work to other firms of Chartered Accountants/Cost Accountants and the loss of work shall be considered for penalty to original allottee firm and the name of that particular firm will be removed from the list of empanelment and extra expenses incurred by the management in getting the work done shall be levied on the original allottee firm to whom the work was previously assigned.
- 3- The management of U.P. Power Corporation Ltd. will have full rights to oust any of the firms from empanelment without assigning any reason and also to change the units & offices allotted for Internal Audit Work of empanelled firms.
- 4- Units/offices allotted for conducting Internal Audit for one financial year can be changed in next financial year with the sole discretion of the management.


(Nidhi Kumar Narang)
Director (Finance)

Form of Proposal

Format for submission of information of the Chartered Accountant/Cost Accountant Firm for selection as Internal Auditor of U.P. Power Corporation Ltd.

<u>FIRM'S PROFILE</u>		
1	Name of the CA/CMA Firm.	:
2	Registration No. & Date of Registration of CA/CMA Firm	:
3	Registered Address	:
4	Branch Address	:
5	Contact Person with Designation	:
6	Contact Information (Contact No. & Email Id)	:
7	Details of PAN/GST No. of the Firm	:
8	Name of Partners (Associate/Fellow) with Membership No. as on 31 st March 2023	:
9	Registration No. on CAG Panel	:
10	Registration No. on RBI Panel for Nationalized Banks Audit.	:
11	Experience During the last 5 years from the Date of this Advertisement:	
	(i) Details of Audit of UPPCL/ UPPTCL/ UP Rajya Vidyut Utpadan Nigam Ltd./ UP Jal Vidhut Nigam Ltd./DISCOMS.	:
	(ii) Detail of Audit work Allotment under CAG.	:
	(iii) Details of Nationalized Banks Audit Allotment.	:
12	Other information, if any	:

**Signature of Authorised Signatory
Name & Designation
Seal of CA/CMA Firm**

Date:

Place:

Note:- Copies of certificates/documents in support of above details shall be attached.