

NORTH EASTERN ELECTRIC POWER CORPORATION LIMITED
(A Govt. of India Undertaking)

**NOTICE INVITING EXPRESSION OF INTEREST FOR EMPANELMENT OF
PARTNERSHIP/ LIMITED LIABILITY PARTNERSHIP FIRMS OF CHARTERED /
COST ACCOUNTANTS FOR CONDUCTING INTERNAL AUDIT FOR THE
FINANCIAL YEARS 2018-19, 2019- 20 & 2020-21.**

NOTICE INVITING EOI NO: 01

Date: 13.12.2017

M/s North Eastern Electric Power Corporation Limited (NEEPCO Ltd) invites Expression of Interest for empanelment from the firms of Chartered Accountants/ Cost Accountants (Partnership/ Limited Liability Partnership) for empanelment as Internal Auditors for carrying out internal audit for three financial years commencing from the FY 2018-19.

The format for application, scope of work along with schedule of fees together with Annexures are available at website www.neepco.co.in and CPP (Central Public Procurement) Portal www.eprocure.gov.in which can be downloaded. Any updates to the EOI documents shall be hosted on above websites. The interested firms are requested to ensure that all updates are considered while submitting the EOI.

Interested firms may send their filled applications in the prescribed format under sealed cover along-with the Annexure so as to reach the Office of the DGM (Finance) IC&A, NEEPCO Ltd, Lower New Colony, Brookland Compound, Shillong-793003, Meghalaya latest by 04.01.2018 within 3:00 pm. The offers will be opened on the same day (i.e., on 04.01.2018) at 4:30 pm.

The EOI received after closing date and time will not be considered.

EOI NO.	01
EOI Date	13.12.2017
Date & Time for availability of EOI documents on websites	13.12.2017 from 4:00 pm
Last date & time of submission of EOI	04.01.2018 at 03:00 pm
Date & Time of EOI opening	04.01.2018 at 04:30 pm

The application should be addressed to:-

DGM (Finance) IC&A, North Eastern Electric Power Corporation Limited, Lower New Colony, Brookland Compound, Shillong-793003, Meghalaya.

E-mail:- icaneeepco@rediffmail.com . Phone:-0364-2221416/3918.



NOTICE INVITING EOI FOR EMPANELMENT OF INTERNAL AUDITORS FOR THE FINANCIAL YEAR 2018-19, 2019-20 & 2020-21

OFFICE OF THE DGM (FINANCE) IC&A
NORTH EASTERN ELECTRIC POWER CORPORATION LTD
LOWER NEW COLONY,
BROOKLAND COMPOUND,
SHILLONG-793003,
MEGHALAYA

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Introduction:

The North Eastern Electric Power Corporation Limited (NEEPCO) is a Government Company incorporated under the Companies' Act, 1956 and established on the 2nd April 1976. The main objective of NEEPCO is to harness the vast power potential of the North Eastern (NE) Region and to plan, investigate, design, construct, generate, operate and maintain power stations in the country. NEEPCO has at present an installed capacity of 1347 MW, which comprises of 04 (four) hydro power projects, 03 (three) thermal power projects and 01 (one) solar power project. The projects under operation as on 13.12.2017 are as follows:

1. Kopili Hydro Electric Project (275 MW)
2. Assam Gas Based Power Project (291 MW)
3. Agartala Gas Turbine Combined Cycle Power Plant (135 MW)
4. Doyang Hydro Electric Project (75 MW)
5. Ranganadi Hydro Electric Project (405 MW)
6. Tripura Gas Based Combined Cycle Power Project (101 MW)
7. Tuirial Hydro Electric Project (60 MW)
8. Solar PV Power Project (5 MW)

In addition, the following 02 (two) hydro power projects are under various stages of execution and are in advance stages of commissioning:

- Kameng Hydro Electric Project (600 MW)
- Pare Hydro Electric Project (110 MW)

The Government of India has conferred NEEPCO the status of a Miniratna Schedule "A" Company based on its consistent performance and profitability. NEEPCO's authorized share capital is Rs. 5000 Crore at present and its net worth as on 30th September 2017 is Rs. 6028.95 Crore.

The President of India, acting through the Ministry of Power, Government of India is holding 100% of the issued and paid up share capital of NEEPCO. NEEPCO is covered under the definition of "Listed Company" of the Companies Act 2013 due to listing of its bonds with BSE.

FORMAT FOR APPLICATION

- 1. Name of the Firm:
- 2. Registration No. of the Firm:
- 3. Date of Registration of the Firm:
- 4. Details of Head Office & Branch Office(s):

Head Office:

Address & Website	Date of Establishment	Contact Person/Land Line number/Mobile number/other contact Nos./Fax	E- mail

Branch office 1:

Address	Date of Establishment	Contact Person/Land Line number/Mobile number/other contact Nos./Fax	E- mail

(Insert information for further Branch office(s), if any)

5. Details of Partners:

SI No.	Name of the Partner(s)	Membership No.	Membership Status ACA/ACMA/ FCA/ FCMA/CISA/ DISA	Date of joining the firm as Partner
1.				
2.				
3.				
...				

Note: Document in support of partnership with the firm to be attached.

6.Details of Qualified Assistants:

SI. No.	Name of the Assistant	Membership No.	Whether ACA/ACMA/FCA/ FCMA/CISA/DISA	Date of joining the firm as Qualified Assistant
1.				
2.				

3.				
...				

Note: Documents in support of membership for each Qualified Assistant to be attached.

7.Details of Semi-Qualified Assistants:

Sl. No.	Name of the Assistant	Whether CA-IPCC/CMA-Inter	Date of joining the firm as a Semi-Qualified Assistant
1.			
2.			
3.			
....			

8.Details of Experience of the firm in Power Sector as Statutory/Internal Auditors:

Sl. No.	Name of the Company/Unit	Year of Audit	Type of Audit completed (Statutory/Internal)
1.			
2.			
3.			
....			

9. Details of Experience of the firm as Statutory/Internal Auditor in sectors/ industries other than Power under Central/State Government/PSUs:

Sl. No.	Name of the Company/Unit	Year of Audit	Type of Audit completed (Statutory/Internal)
1.			
2.			
3.			
....			

10. Readiness for Audit under Ind AS and GST compliance guidelines Yes/No

11. PAN No. of the Firm:

12. GST Registration No. of the Branch/HQ which will execute the work. :

13. Firm/Audit Firm means - Firm of Chartered Accountants/Cost Accountants (Partnership/ Limited Liability Partnership).

Note:

- Documentary evidence in support of all the above information are to be furnished along with the bid.
- All pages of the terms & conditions and documents submitted are to be signed/sealed by the authorized person along with seal of the firm.

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

To,

DGM (Finance), IC&A,
North Eastern Electric Power Corporation Limited
Lower New Colony,Brookland Compound,
Shillong-793003, Meghalaya

Subject: Authorization of all payments through Electronic Fund Transfer system/
RTGS/NEFT.

We hereby authorize North Eastern Electric Power Corporation Ltd (NEEPCO Ltd) to disburse all our payments through electronic fund transfer system/RTGS/NEFT. The details for facilitating the payments are given below:-

1.	Name of the Beneficiary, address with Telephone No.	
2.	Bank Name, address with Telephone No.	
3.	Branch Name & Code	
4.	Bank Account number with style of account (savings/current)	
5.	IFSC code no. of the Bank	
6.	PAN no. of the Beneficiary	
7.	E-mail no. & Mobile no. of the beneficiary for intimation of release of payment	

I/We hereby, declare that particulars given above are correct and complete and if the transaction is delayed or credit is not effected due to incorrect information, I/we will not hold the North Eastern Electric Power Corporation Ltd (NEEPCO Ltd) responsible.

Authorised Signatory

Name

Official stamp with Date

Note: Please enclose one cancelled cheque for E-Payment

ANNEXURE – I

SELECTION CRITERIA (ALLOCATION OF POINTS) FOR EMPANELMENT OF AUDIT FIRMS:

SL. NO.	PARTICULARS	POINTS TO BE ALLOCATED	MAXIMUM POINTS
1	Year of Establishment of the Audit Firm (Partnership Firm/ Limited Liability Partnership Firm)	1 (one) per year of existence (fraction of the year to be ignored)	10 (ten)
2	No. of Partners in the Firm who have been with the applicant Firm for a minimum period of one year as on the date of application.	a. 3 (three) for each Partner who is ACA/ ACMA b. 4 (four) for each partner who is FCA/FCMA	20 (Twenty)
3	Number of partners (Chartered/Cost Accountants) with CISA / DISA	2 (two) per person	04 (four)
4	No. of Qualified Assistants (Chartered Accountants/Cost Accountants) employed with the Firm.	2 (two) per Qualified Assistant	12 (twelve)
5	No. of Semi-qualified Assistants (CA-IPCC /Cost - Inter) employed with the Firm.	1 (one) per Semi-qualified assistant	10 (ten)
6	Experience of the Firm in Power Sector PSUs under Central/State Government as Statutory/Internal Auditors (refer note Sl. No. I,II & III below)	5 (five) per year of Audit	25 (Twenty five)
7	Experience of the firm in industries under Central/State Govt. PSUs, other than Power Sector, as Statutory/Internal Auditor (refer note Sl. No. I & II below)	2 (two) per year of Audit	10 (ten)
8	Place of Registered Office/ Branch Office of Chartered Accountant/ Cost Accountant Firms	i) North Eastern Region = 09 Points. ii) West Bengal = 07 points iii) Eastern Region (Other than N.E. and West Bengal) = 4 Points iv)Any other States/UTs = 2	09 (nine)
Total points			100 (One hundred)

Note:

- I. Experience from the financial year 2006-07 onwards only shall be considered while carrying out evaluation for criteria at Sl. No. 6 & 7 above.
- II. Sl. No. 6 & 7: Points for each year's experience shall be awarded irrespective of the number of audits completed during that particular year.
- III. Power Sector at Sl. No. 6 would mean industries under Central/State Government/Public Sector Unit engaged in generation/transmission/distribution of electricity.
- IV. Documentary evidence in support of each of the above mentioned criteria are required to be submitted.
- V. Selection for empanelment will be done on the basis of points obtained.

In case of a tie, a CA/CMA firm with longer experience in power sector will be preferred for the purpose of empanelment. If still there is a tie, a firm with a higher number of audits in power sector CPSUs will be preferred. In case of a tie again, a firm with a higher number of Fellow Members of the Institute of Cost Accountants of India or Institute of Chartered Accountants of India will be considered.

ANNEXURE – II

(A) Instructions to Audit Firms:

1. Format of Application must be completely filled in. Incomplete applications will be rejected outright.
2. Please ensure that date of opening of Registered Office, Branch Office(s), entrance dates of all Partners into the firm, date of joining firm as qualified & semi- qualified assistants are invariably indicated in the application.
3. A declaration has to be submitted by each audit firm that none of its partner(s) or qualified employee(s) is a partner in any other audit firm which is applying for the current empanelment in NEEPCO. Any EOI without such declaration in this regard shall be rejected.
4. All EOIs will be evaluated on the basis of the documents furnished along with application only. Any additional document received after the last date & time of receiving EOI as stipulated in the notice inviting EOIs will not be entertained, unless such documents are asked by NEEPCO specifically for submission.
5. Since, all the applications will be evaluated strictly on the basis of Selection Criteria as per Annexure-A, please avoid attaching unsolicited information/ documents for processing applications expeditiously.
6. All the documents submitted should be signed by a Partner with his / her name and under the seal of the firm.
7. Applications must be submitted under sealed cover super scribing the EOI Notice No. 01 & date 11.12.2017 and the words “*Application for Empanelment of Internal Auditors for 2018-19, 2019-20 & 2020-21*”. The name and address of the firm must also be indicated on the body of the envelope.
8. Application must be addressed to Deputy General Manager (Finance)- Internal Controls and Audit, North Eastern Electric Power Corporation Ltd., Brook Land Compound, Lower New Colony, Shillong- 793 003, Meghalaya. It may be delivered in person also at reception Internal Controls and Audit, North Eastern Electric Power Corporation Ltd., Brook Land Compound, Lower New Colony, Shillong- 793 003, Meghalaya. NEEPCO does not take any responsibility for the loss of application in-transit. Applications sent through Fax or E-mail will not be considered.
9. Any application received after the stipulated date & time, due to any reason whatsoever, will be rejected.

(B) List of documents to be submitted along with the applications/ EOIs:

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

1. Latest registration certificate of the firm issued by The Institute of Chartered Accountants of India / The Institute of Cost Accountants of India w.r.t the information related to the year of establishment of Head Office, Branch Office(s), address(es), details of partners along-with their membership nos. etc. Particulars as indicated in the Certificate(s) will be treated as conclusive and used for the purpose of evaluation of EOIs.
2. Certificates of DISA/ CISA, if any, issued by the respective Institutes.

3. Membership certificates of the qualified assistants issued by The Institute of Chartered Accountants of India / The Institute of Cost Accountants of India.
4. Certificates issued by the respective Institutes in evidence of qualification of semi- qualified assistants.
5. Documentary evidence of completion of Statutory/ Internal audit in any industries/sectors other than power sector under State/Central governments PSUs as the proof of experience.
6. Documentary evidence of completion of statutory/internal audit of Power Sector PSUs under Central/State Government engaged in generation/transmission/distribution of electricity.
7. Copy of PAN card.
8. Copy of GST Registration of the Branch/HQ which will execute the work.
9. A copy of complete EOI document duly signed as a token of acceptance of all terms and conditions and sealed.
10. Bidder shall enclose a Power of Attorney in original on Non Judicial Stamp Paper of appropriate value as per the format attached. [FORMAT A]
11. Form for Expression of Interest.

To
The Deputy General Manager (Finance), IC&A,
North Eastern Electric Power Corporation Limited,
Brookland Compound, Lower New Colony,
Shillong – 793003, Meghalaya, India.

1. I/We have read and examined the following documents in connection with “Empanelment of Partnership / Limited liability Partnership firms of Chartered / Cost Accountants for Conducting Internal Audit for the Financial Years 2018-19, 2019- 20 & 2020-21”.

Sl. No.	DESCRIPTION
1.	Introduction
2.	Format of Application & Format of Electronic Payment.
3.	Annexure–I: Selection Criteria for empanelment of Internal Auditors for NEEPCO.
4.	Annexure-II: Instructions to Audit Firms and Document List.
5.	Annexure–III: Terms of Reference of Internal Audit.
6.	Annexure–IV: Scope of Internal Audit & areas to be covered
7.	Annexure–V: Reporting requirements
8.	Annexure–VI: List of Projects/Plants/Offices, their location, minimum man-days for audit and fees
9.	Format A: Power of attorney

2. I/We hereby submit the EOI for execution of the works referred to in the documents mentioned above upon the terms and conditions contained or referred to in the aforesaid documents and in accordance to all respects with the details given therein and at the rates contained in Annexure – VI and within the period(s) of completion and subject to such terms and conditions as stipulated in the above noted Annexures.along with EOI.
3. I/We also agree not to make any modifications in its terms and conditions of our own accord.
4. Should the EOI be accepted, I/We agree to abide and fulfil all the terms and conditions and provisions of the above EOI documents.

- 5. I/We certify that the EOI submitted by me/us is strictly in accordance with the terms and conditions etc., as contained in your EOI documents, referred above, and it is further certified that it does not contain any deviations to the aforesaid documents.
- 6. I/We declare that all information provided in my/our EOI and attachments thereof are true and correct and in line with the requirement of the EOI documents.

Yours faithfully,

Witness_____

Signature in the capacity of _____

Date:

Place:

(Signature)

(Name of Signatory, duly authorised to
sign the EOI on behalf of the, (In
block letters))

(Designation / Title of signatory)

(Common Seal)

Postal Address: _____

Telegram/Telex:_____

Phone:_____

Fax:_____

E-mail Address: _____

TERMS OF REFERENCE OF INTERNAL AUDIT FOR NEEPCO

The terms and conditions for conducting Internal Audit in NEEPCO are detailed hereunder:

Internal audit shall be conducted in 2(two) phases (Phase –I covering the period from April to September and Phase –II covering the period from October to March). The commencement of Phase – I audit will be on/around 15th September and Phase –II will be on/around 15th March and the reports for Phase –I & II are to be submitted by 15th October and 15th April respectively. The report for the Phase –II should contain the position of the financial year closing i.e. 31st March. Scope for conducting Internal Audit includes reporting on adequacy of Internal Financial Control for each of the offices/projects where internal audit are being carried on as required under the Companies Act 2013.

1. AUDIT TEAM

Auditors would deploy a suitable team for undertaking the audit, after a thorough perusal of the requirements of the appointment letter and the terms & conditions contained therein, ensuring that the size of the audit team is commensurate with the size of the Auditee unit and the volume of work involved. They will submit their plans in advance to enable the Management to take appropriate steps for finalization of their audit plan duly considering various tasks as per pre-decided matching schedules.

The Head of Finance of the Unit will coordinate with the Audit Team for smooth functioning of the audit.

It should be ensured that the audit team is headed by a qualified Chartered / Cost Accountant with a team member having prior experience of auditing on the customised material management and financial software platform. The team should consist of adequate no. of semi-qualified Assistants (Semi qualified Cost/Chartered Accountants). One Partner should join the audit team at the time of exit meeting at the respective projects/offices (in both the phases).

2. AUDIT REPORT

The auditor should give a report at the end of each Phase as per the requirement of Annexure - V.

3. AUDIT FEE, MINIMUM MANDAYS PER PHASE OF AUDIT AND TRAVELLING EXPENSES

Details of Audit fee for the year and Minimum number of Man-days required to be devoted in each phase of audit for each project/office are given in Annexure -VI.

In addition one time to & fro journey fare by Air or Rail for each Phase of audit shall be paid as detailed below:

Journey should be performed by the shortest route in the entitled class given below:

Entitled person	Mode & class of Travel
One Partner:	Economy class by Air / AC Ist. Class by Rail
Full qualified (CA/CMA):	Economy class by Air / AC 2 Tier by Rail
Others:	AC III Tier by Rail

In addition, Fooding & Lodging and Local Transportation will be provided by NEEPCO at the guest houses located at projects/offices.

4. PAYMENT OF AUDIT FEES

Firms will be paid 40% of the Annual Audit fee after the completion of each Phase of audit Balance 20% will be paid @ 10% after acceptance of the final report by the Audit committee after each phase of audit (i.e.@ 10% after each phase and its acceptance). Such fees shall be released only after submission of report for the relevant phase followed by the bill along with stay certificate issued by Head of Finance of the unit and all supporting documents including boarding passes in original in case of air travel. These will be required to process such bills.

If audit is not started within the stipulated period, it may attract a penalty of 1.0 % (one percent) of total contracted value for per week of delay.

5. GENERAL TERMS AND CONDITIONS

- i. Firms that secure 70 points and above as per criteria given in Annexure – I shall be considered for empanelment. Firms will be given points and ranked in the descending order. Top 15 firms securing 70 points and above including winner of the ties shall be considered for empanelment.
- ii. This EOI is only for the purpose of empanelment of Firms and does not guarantee/assure allotment of Internal Audit/any other assignments.
- iii. Only empanelled firms will be intimated about the decision on empanelment.
- iv. NEEPCO reserves its right to accept or reject any application(s) without assigning any reasons thereof. The decision of NEEPCO for empanelment of Firms shall be final and binding upon the firms participating in the process of empanelment.
- v. The appointment of an Audit Firm will be made from the empanelled list of firms primarily keeping in view the proximity of its office to the NEEPCO unit, irrespective of points obtained by the firm in the evaluation. All the empanelled firms shall be treated at par irrespective of points obtained as per the criteria given in Annexure-I. However any Audit Firm can be assigned any work at any unit at the discretion of NEEPCO.
- vi. The Internal Auditor will ensure that the information obtained in respect of the working/operation of the unit is maintained in strict confidence and secrecy at all times, including after the completion of the assignment. All such information shall remain exclusive property of NEEPCO at all the times. A certificate towards maintaining confidentiality is to be provided by the Audit firm at the time of acceptance of Audit assignment
- vii. Assignment of work in subsequent years may be made subject to satisfactory performance.
- viii. On assignment of work in subsequent years after the first year, NEEPCO may rotate the Audit Firms from one unit to another within the NEEPCO.
- ix. In case the Audit Firms, which are already appointed as Internal Auditors, are subsequently appointed in NEEPCO or its Joint Venture companies under any statute/legislature or under any other capacity, the appointment of such Firm as Internal Auditor shall be withdrawn and a fresh appointment letter will be issued to one of the empanelled firms other than this firm. It shall be the responsibility of the firm to inform NEEPCO of any such appointment.
- x. If progress/performance of the audit team is not found satisfactory, NEEPCO's management reserves the right to terminate the appointment of the Firm.

- xi. The Audit Firm will be debarred from getting, in future, Internal Audit assignments in NEEPCO and its subsidiaries in the following cases:
 - a. If the Firm obtains the appointment on the basis of misrepresentation of information / misstatement of facts at the time of submission of application/documents along with EOI.
 - b. The Audit Firm is found to have sub-contracted the work.
 - c. If the Firm does not take-up audit in terms of the appointment letter.
 - d. If the Firm does not submit the Audit Report, complete in all respects in terms of the appointment.
 - e. If the firm refuses to take up the assignment from the branch office as mentioned in the letter of appointment for any reason whatsoever. No request for change of branch office shall be entertained.
- xii Firms which are currently appointed in joint venture companies of NEEPCO and/or in associates/sister concern of the JV partner(s) as internal/statutory/cost auditor shall not be considered for internal audit assignment during the empaneled period i.e. 2018-19 to 2020-21.
- Xiii No partner of the Auditors should be related to Managing Director/whole time Director or part-time Director of NEEPCO Ltd or its Joint Ventures within the meaning of Section 2(77) of the Companies' Act, 2013;
- Xiii Neither the firm nor its partner or associates have any interest in the business of NEEPCO Ltd.;
- Xiv In case of any dispute on any issue arising before commencement of /during execution of the contract, an amicable solution may be arrived at with discussion and reconciliation. However, in case of any dispute remaining unresolved, the decision of the Chairman & Managing Director, NEEPCO will be final and binding on both the parties.

Jurisdiction of Courts: Any dispute arising out of or in respect of the contract will be subject to the jurisdiction of Meghalaya High Court only.

**SCOPE OF INTERNAL AUDIT & AREAS TO BE COVERED AT VARIOUS
PROJECTS/PLANTS/ OFFICES OF NEEPCO LTD**

1. Commercial- Sales /Collections/Billing & its realization/reconciliation /age analysis of Debtors/ rebate, discounts, late payment surcharge as per CERC guidelines/ Fund transfer procedure of banks Escrow accounts/reconciliation of Escrow bank accounts/Generation/Plant efficiency/reporting to regulatory authorities, etc.
2. Contract Section – (including pre award and Execution), issues relating to closure of contracts where ever applicable, Status of Arbitration proceedings.
3. Establishment matters
4. Bill section (works, supply, service, establishments etc.)
5. Cash & Bank transactions
6. Medical Section & Guest Houses
7. All Taxation matters (Adherence /compliance including timely deduction as per act, timely deposit, timely submission of return and issue of TDS, etc. wherever, applicable.)
8. Critical review of Balance Sheet items Financial Statements.
9. Purchases
10. Stores- Documentation & Procedures, Accounting including review of PSL and suppliers' sub ledger ,gate pass system, suppliers bill, age analysis of stock, disposal system of unused stock, ABC analysis, adequate insurance coverage, etc.
11. Works Contracts, statutory deductions, payment and recovery of advances as per rules and with proper approval, extra work, extra lead, if any , quantity deviations, escalation bill payment, time extension, application of liquidated damage, rate revision issues, validity, verification and adequacy of BG, adequate insurance coverage, etc.
12. Capital WIP, Capitalisation
13. Fixed Assets, recognition, depreciation, compliance to CARO, adequate insurance coverage etc.
14. Budget Section
15. Technical audit.
16. Investment Section-investment of surplus fund, if any, as per guidelines, raising of loans, hedging policy.
17. Compilation Section.
18. Reporting on adequacy and operating effectiveness of Internal Financial Control for NEEPCO and for each of the offices/projects as required under section 134(3) (c) read with 134(5)(e) the Companies Act 2013. Suggestion for improvement.
19. CSR activities. Monitoring and Evaluation of ongoing CSR projects.
20. Review of Internal Controls.
21. IT Systems-its adequacy, security, back-up procedures, access levels, change requests-approval, etc.

22. Enterprise Risk Management-- effectiveness of risk management, to ascertain whether risks are appropriately defined and managed.
23. Availability and utilization of equipment.
24. Review of progress of various ongoing projects and the S&I Units. Monitoring of progress, critical path, etc.
25. Contracts awarded on Nomination basis. Compliance of Company's Rules, Procedure, Policy and CVC guidelines etc. on without call of tender awards shall be checked.
26. HR section-Documentation for Advances (Furniture, Multipurpose, computer, etc.), Training Activities (HRD), Leave records.
27. Miscellaneous
 - Guidelines issued by Corporate F&A Dept. from time to time have been complied with.
 - Internal audit/ Govt. audit/ statutory audit observations of previous year, which are outstanding as at the end of the year, have been complied with.
 - E-tendering (existing system and suggestion for improvement considering CVC guidelines /Instruction issued by Govt. of India and Procurement policy of Corporation).
 - A register of procurement of Rs.1, 00,000/- and below, where no FC is required, is maintained by the Procurement Dept. 100% check of such procurements should be conducted by Audit to verify all compliance of Policies and Procedures of procurement.
 - To ensure that the accounting and financial management systems are reliable and effective in design and to assess the extent to which they are being followed.
 - To review the efficacy, adequacy and application of accounting, financial and operating controls and thereby ensuring the accuracy of the books of account.
 - To verify that the system of Internal check is effective in design and operation in order to ensure the prevention of and early detection of defalcation, fraud, misappropriation and misapplication, if any.
 - To identify areas of significant in-efficiencies in existing systems and to suggest necessary remedial measures.
 - To confirm the existence of financial propriety in all decisions and verify compliance of policies, rules, procedures of NEEPCO and guidelines of Government and statutory requirements.
 - To suggest cost reduction measures

Detailed requirement for the above areas will be given at the time of appointment.

REPORTING REQUIREMENTS

Internal Audit Reports should be divided into five separate parts, namely:

PART- I IMPORTANT OBSERVATIONS, OBJECTIONS AND RESERVATIONS:

This part should contain the Auditors comments on all such irregularities or occurrences which the auditors desire to bring it to the notice of management, along-with their financial implications, if any. This part should also bring out deviations (non - compliances) by units/HQ from (with) policies, systems and procedures prescribed by NEEPCO. Any non-compliance with the matters/areas specified in the Guidelines for Internal Audit (to be provided at the time of appointment) should also be identified here. The observations should be arranged in self-contained paras, preferably with suitable titles.

PART – II COMPLIANCE REPORT:

Auditors to Report on compliance of internal audit observations outstanding as at the end of the previous half year (that is, as contained in the Report of the preceding phase). For example, while submitting the internal audit report of Phase – I for the current year (say, 2017-18) it may be ensured that a compliance report on audit observations contained in Phase - II report of the previous year (i.e. 2016-17) as well as on such observations contained in reports of earlier years, pending settlement, is included and details of corrective actions taken on those observations are furnished in the current year's Phase – I audit report.

PART – III REPORT ON TESTING OF EFFECTIVENESS OF INTERNAL FINANCIAL CONTROLS:

An element of risk-based auditing has been made a part of the scope of Internal Audit. This has been done by the inclusion of a checklist w.r.t the Internal Financial Control Framework in vogue in NEEPCO. For this purpose, a separate checklist for testing the effectiveness of certain chosen controls have been included in the initial guidelines for Internal Financial Control, which will be issued along with the appointment letter. Auditors are required to complete the test procedure and include their findings on IFC testing in Part III of their report.

PART – IV REPORT ON CONTRACTS / P.Os PLACED ON SINGLE TENDER BASIS/NOMINATION BASIS:

It has been decided that internal auditors will report separately on Contracts / Work Orders (W.Os)/Purchase Orders (P.Os) placed on Single Tender /Nomination basis. The coverage of such contracts and the format for such reporting is included in the Guidelines for Internal Audit (to be provided at the time of appointment) which may kindly be adhered to.

PART – V DETAILED REPORT:

This part shall comprise auditor's detailed observations regarding areas specified in the Guidelines for Audit. However, non-compliance with the matters / areas specified in the Guidelines which are identified in Part I of the report, should also be invariably detailed in Part V. While Contracts/W.Os. / P.Os placed on Single Tender/Nomination basis should be reported in Part – IV of the report, auditors should report their findings on all Contracts/W.Os. / P.Os placed on other than Single Tender basis in this Part (i.e. Part V), in the format included in the Guidelines for Internal Audit.

The following may also be kindly ensured:

- (a) The report should be supplemented, in each phase, by a statement indicating:
 - (i) Particulars of records checked along with their volume and value as compared to the total volume and value of the transactions. Auditors

should also mention the entry date of the last document verified by them in the customised material management and financial software system.

- (ii) A statement indicating the details of audit staff deployed their designation and the period of deployment in each phase.
- (b) The report should also contain references to areas where no adverse observations have been noted. In respect of other areas, specific suggestions for improvement, if any, may also be highlighted for each area.
- (c) The results of audit should be discussed with Head of unit and Finance in each phase and important observations should be brought to their notice so that timely corrective actions may be taken. The report should be prepared after duly taking into account the additional information that may be provided / obtained at such discussions.
- (d) The reports are to be submitted in four copies for each phase of audit to the Corporate Internal Controls and Audit Department of NEEPCO at Shillong. Contents of Internal Audit Report have also to be submitted in soft copies written in MS Office and a soft copy is also to be mailed to the following ids icaneepco@rediffmail.com
- (e) The Guidelines for Internal Audit would primarily mean the guidelines issued by the Institute of Internal Auditors – India.

ANNEXURE – VI

List of Projects/offices, Minimum Man days and Estimated Audit Fees for Internal Audit.

SL NO	NAME OF THE PROJECTS AND OFFICES	Man Days per Project	AUDIT FEES
1	CORPORATE OFFICE	164	423000.00
2	ED (PROJECTS OFFICE), GUWAHATI	63	146000.00
3	KOPLI HYDRO ELECTRIC PLANT	110	288000.00
4	ASSAM GAS BASED POWER PLANT	110	288000.00
5	AGARTALA GAS TURBINE POWER PLANT	86	216000.00
6	TRIPURA GAS BASED COMBINED CYCLE POWER PLANT	86	216000.00
7	DOYANG HYDRO ELECTRIC PLANT	88	230000.00
8	RANGANADI HYDRO ELECTRIC PLANT	110	288000.00
9	KAMENG HYDRO ELECTRIC PROJECT	138	360000.00
10	PARE HYDRO ELECTRIC PROJECT	110	288000.00
11	TUIRIAL HYDRO ELECTRIC PROJECT	86	216000.00
TOTAL		1152	2959000.00 [EXCLUSIVE OF GST]

Note I:-Fees mentioned above are inclusive for both phases i.e. total financial involvement for Ph-I &Ph-II in the relevant Financial Year.

Note-II:-For any other work, not in the scope (ANNEXURE--IV), fees will be separate as decided by North Eastern Electric Power Corporation Limited.

FORMAT A: POWER OF ATTORNEY

[On Non-Judicial Stamp Paper of Appropriate value and Notarised as per Law]
Bidders shall submit as Form D Power of Attorney including its physical submission in original

To,
The Deputy General Manager [F], IC&A,
North Eastern Electric Power Corporation Limited,
Brookland Compound, Lower New Colony,
Shillong-793003, Meghalaya, India.

KNOW BY ALL MEN BY THESE PRESENTS THAT THE UNDERSIGNED,(Name)....., (Title)..... of M/s.(Name of the Company/ Partnership / Limited liability Partnership firms), lawfully authorized to represent and act on behalf of the said company/ Partnership / Limited liability Partnership firms, a company/ Partnership / Limited liability Partnership firms formed and existing under the laws of(Name of Country) with a REGISTERED/PRINCIPAL OFFICE/PLACE OF BUSINESS at (Complete address)..... (THE “EXECUTANT”) does hereby make, constitute and appoint Mr.(name of Attorney),(Title) of M/s.(Company/ Partnership / Limited liability Partnership firms), whose signature appears below, to be the true and lawful attorney, and authorise said Attorney to conduct negotiations with North Eastern Electric Power Corporation Limited, to sign the expression of interest and Contract Agreement, and to execute all the necessary matters related thereto in the name and on behalf of the said company in connection with EOI No. Dated for the work of “.....”, issued by North Eastern Electric Power Corporation Limited (THE “EMPLOYER). Whereas the undersigned is fully authorised to deliver such Power of Attorney to above named person/Company/ Partnership / Limited liability Partnership firms.

And We the Company/ Partnership / Limited liability Partnership firms above named do hereby agree and undertake to ratify and confirm and do hereby ratify and confirm all whatsoever the said Attorney quotes in the Bid/EOI negotiates and signs the Contract with the Employer and/or proposes to act on behalf of the Company as if done by itself.

In witness whereof, this Power of Attorney is duly signed on

Signature of Attorney Attested	For (Name of the EXECUTANT)
Signature of Attorney.....	(Signature of authorised representative.....)
Attested by	(Name of authorised representative.....)
	(Designation of authorised representative.....)
	(Seal of the Company/ Partnership / Limited liability Partnership firms)

Witness:
Signature:
Name:
Designation: [Notarized/legalised]

