Haryana Power Generation Corporation Limited
(A Government of Haryana Undertaking)
Urja Bhawan,
Sector-6, Panchkula
Haryana-134109

E- Tender Documents

For

NOTICE INVITING TENDER FOR SHORTLISTING AND ENGAGEMENT OF FIRMS OF CHARTERED ACCOUNTANTS/ COST ACCOUNTANTS FOR CONDUCTING INTERNAL AUDIT IN HARYANA POWER GENERATION CORPORATION LTD, FOR THE FINANCIAL YEARS 2026-27, FY 2027-28 and 2028-29.

Last Date of Submission: 18.12.2026 **up to 15: 00Hrs**

HARYANA POWER GENERATION CORPORATION LIMITED
(A Govt. of Haryana Undertaking)

NOTICE INVITING TENDER FOR SHORTLISTING AND ENGAGEMENT OF FIRMS OF CHARTERED ACCOUNTANTS/ COST ACCOUNTANTS FOR CONDUCTING INTERNAL AUDIT IN HARYANA POWER GENERATION CORPORATION LTD, FOR THE FINANCIAL YEARS 2026-27, 2027-28 and 2028-29.

Tender Reference No: CFO/IA/HPGCL/NIT/2026-27/1 **Dated: 18.11.2026**

NOTICE INVITING TENDER

Haryana Power Generation Corporation Ltd., a Government of Haryana Undertaking, invites bids from reputed Indian Chartered Accountant/ Indian Cost Accountant Firms for conducting Internal Audit for the Financial Years **2026-27, 2027-28 and 2028-29.**

The format of application along with annexures on areas and extent of coverage, reporting requirements, terms of reference, list of units and locations, selection criteria etc. can be downloaded from website www.hpgcl.org.in. Any updates to the NIT shall be hosted on our website from time to time. The interested firms are requested to ensure that all updates to the NIT are strictly considered while submitting the bids.

Firms may submit their applications online with EMD of Rs. **8,235** /- (Rupees eight thousand two hundred thirty five only) latest by **18.12.2026 up to 15.00 hrs**. EMD of successful bidders shall be converted into security deposit which shall be released on faithful completion of the work. EMD of the unsuccessful bidders shall be returned without any interest immediately after awarding the work to the successful bidder/s.

Validity of the bids shall be up to 120 days from the date of opening of financial bid.

Shortlisted firms shall remain on the panel of the HPGCL for a period of three years from 2026-27.

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INFORMATION REGARDING ONLINE PAYMENT OF TENDER DOCUMENT, E SERVICE AND EMD FEES.

The Bidders can download e tender documents from the Portal: https://etenders.hry.nic.in.

The Bidders shall have to pay for the Tender documents, EMD Fees & eService Fee online by using the service of secure electronic payment gateway. The secure electronic payments gateway is an online interface between contractors and online payment authorization networks. The Payment for Tender Document Fee and eService Fee is amounting to Rs. 2360 (Rs. 1180 cost of tender documents + 1180 e-service charges or as applicable) and **EMD** amounting to Rs**. 8,235** /- (Rupees eight thousand two hundred thirty five only) can be made by eligible bidders/contractors online.

NOTE: If the tenders are cancelled or recalled on any grounds, the tender document fees & e-service fee will not be refunded to the agency.

The Tenders can submit their tender documents (Online) as per the dates mentioned in the key dates:-

Key Dates

Sr. No.	Department Stage	Tenderer's Stage	Start date and time	Expiry date and time
1	------	Downloading of Tender Documents, Bid Preparation & submissions	**18.11.2026**	**18.12.2026**
2	Technical Opening (Part-I)	-	**21.12.2026**	
3	Opening of Price Bid (Part-II)		Will be intimated through email	

INSTRUCTION TO BIDDER ON ELECTRONIC TENDERING SYSTEM

These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

1. Registration of bidders on e-Procurement Portal:-

All the bidders intending to participate in the tenders processed online are required to get registered on the centralized e-Procurement Portal i.e. https://etenders.hry.nic.in.

Please visit the website for more details.

2. Obtaining a Digital Certificate:

2.1 The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital Certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.

2.2 A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form duly attested by the Bank Manager / Post Master / Gazetted Officer. Only upon the receipt of the required documents, a digital certificate can be issued. For more details please visit the website – https://etenders.hry.nic.in.

2.3 The bidders may obtain Class-II or III digital signature certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities or may obtain information and application format and documents required for the issue of digital certificate from:

For support related to Haryana Tenders in addition to helpdesk you may also contact on email ID - eproc.nichry@yahoo.com , Tel- 0172-2700275

For queries on Tenders Haryana Portal, kindly contact

Note- Bidders are requested to kindly mention the URL of the Portal and Tender Id in while emailing any issue along with the Contact details. For any issues/ clarifications relating to the tender(s) published kindly contact the respective Tender Inviting Authority.

For any technical related queries please call at 24 x 7 Help Desk Number

E - mail: support-eproc@nic.in OR eproc.nichry@yahoo.com

Help Desk: 0120-4001002, 05, 0120-4200462, 0120-6277787, 0172-2700275

2.4 Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt the data and sign the hash during the stage of bid preparation & hash submission. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised to keep a backup of the certificate and also keep the copies at safe place under proper security (for its use in case of emergencies).

2.5 In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate/power of attorney /lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.

2.6 In case of any change in the authorization, it shall be the responsibility of management / partners of the firm to inform the about the change and to obtain the digital signatures of the new person / user on behalf of the firm / company. The procedure for application of a digital certificate however will remain the same for the new user.

2.7 The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

2.8 Bidders participating in online tenders shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the portal https://etenders.hry.nic.in.

2.9 For help manual please refer to the 'Home Page' of the e-Procurement website at https://etenders.hry.nic.in.

2.10 Before submitting tenders the instructions may be read carefully regarding submission of tender. If any bidder finds discrepancies or omissions in the tender documents or is in doubt as to the true meaning of any part, he shall clarify same from tender issuing office in writing before the due date of submission of the bid. No arguments on this account whatsoever shall be entertained after the last date & time of submission of tenders.

2.11 In case of sole prop. Firm there is no need of authorized representative as prop. Is owner of the firm and competent to sign.

3 Opening of an Electronic Payment Account:

Tender document can be downloaded online. Bidders are required to pay the tender documents fees online using the electronic payments gateway service. For online payments guidelines, please refer to the Home page of the e-tendering Portal https://etenders.hry.nic.in.

4. **Pre-requisites for online bidding:**

In order to bid online on the portal https://etenders.hry.nic.in , the user machine must be updated with the latest Java. The link for downloading latest java applet is available on the Home page of the etendering Portal.

5 Online Viewing of Detailed Notice Inviting Tenders:

The bidders can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the single portal e-Procurement system on the Home Page at https://etenders.hry.nic.in.

6 Download of Tender Documents:

The tender documents can be downloaded from the e-Procurement portal https://etenders.hry.nic.in.

7 Key Dates:

The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders.

If bidder fails to complete the Online Bid Submission stage on the stipulated date and time. His/hers bid will be considered as bid not submitted, and hence not appear during tender opening stage.

8 Bid Preparation (Technical & Financial) Online Payment of Tender Document Fee, E-Service fee, EMD fees and Submission of Bid Seal (Hash) of online Bids:

8.1 The online payment for Tender document fee, e-Service Fee & EMD can be done using the secure electronic payment gateway. The Payment for Tender Document Fee and eService Fee can be made by eligible bidders/ contractors online. For payment guidelines, Home page of the e-tendering Portal https://etenders.hry.nic.in may be referred.

8.2 The bidders shall upload their technical offer containing documents, qualifying criteria, technical specification, schedule of deliveries, and all other terms and conditions except the rates (price bid).
The bidders shall quote the prices in price bid format.

8.3 Submission of bids will be preceded by submission of the digitally signed& sealed bid (Hash) as stated in the time schedule (Key Dates) of the Tender.

9. Validity

The validity of the tender / offer shall be for 120 days from the date of opening of the price bid.

a) The bidder / tenderer are not allowed to revise the price bid, during the validity of the price bid already submitted. In case the bidder submit a revised price bid suo-moto, original as well as revised offers shall be opened and lowest will be considered only.

b) Negotiations will be held as per negotiation policy of HPGCL or amendment thereof from time to time.

NOTE:-

(A) If bidder fails to complete the Online Bid Submission stage on the stipulated date and time. His/hers bid will be considered as bid not submitted, and hence not appear during tender opening stage.

(B) Bidders participating in online tenders shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the portal https://etenders.hry.nic.in.

(C) For help manual please refer to the 'Home Page' of the e-Procurement website at https://etenders.hry.nic.in.

10. If the tenders are canceled or recalled on any ground, the tender document fees & e service fee will not be refunded to the agency. However, EMD shall be refunded.

11. Bidder shall ensure that payment shall be made at least 2 days prior to the last date of submission of the bid.

12. The bidders shall observe the highest standards of ethics during the submission of tender and execution of the contract. In case of evidence of cartel formation by the bidder(s) EMD is liable to be forfeited.

13. The bidder shall bear all costs of bank charges, if any, associated with the preparation and submission of his bid and the purchaser will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

14. Qualification of the Bidder:

(a) The CA/CMA Firm should have a valid registration as on the date of submission of bid and registration should remain valid during the currency of awarded work.

(b) The CA/CMA firm must have successfully executed the work order for the same or similar items works during last **Seven** Years.

(c) The CA/CMA Firm must have minimum experience of **Three** Years of Internal Audit in Power Sector of state/Central Govt. Autonomous body/ Public Ltd. Companies/Undertakings/Board etc. The criteria of Power Sector experience shall be considered from financial year 2016-17 onwards only.

(d) The CA/CMA Firm must have PAN number and GST number.

(e) The firm must not have been debarred/blacklisted from Institute of Chartered Accountant/Cost Accountant of India or Reserve bank of India or state/Central Govt. Autonomous body / Public Ltd Companies/Undertakings/Board etc. and should provide self-certificate to that effect.

15.CLARIFICATION ON BID DOCUMENTS:

The prospective bidder may obtain any clarifications within 7(seven) working days before the closing of bid regarding the tender document by writing to: -

Sr. Accounts Officer/I. Audit, HPGCL, URJA BHAWAN, Sector-6, Plot No C-7, Panchkula
PHONE No - 94675-65646
Email - sraoiaudithpgcl@gmail.com

The bidder is advised in its own interest to examine the Tender document, instructions, forms, terms & general information before submission of tender. Failure to provide information, which is essential to evaluate the bid or to provide the timely clarification or substantiation of the information supplied or submission of bid not substantially responsive to the bid document may result in disqualification.

-sd/-
Sr. Accounts Officer/I. Audit,
for Chief Accounts Officer,
HPGCL, Panchkula.

FORMAT OF 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	Date of Establishment	Contact No./Fax	E-mail

Branch Office 1:

Address	Date of Establishment	Contact No./Fax	E-mail

Branch Office 2:

Address	Date of Establishment	Contact No./Fax	E-mail

5. Details of Partners in the Firm/Limited Liability Partnership:

Sr. No.	Name of the Partner	Membership No.	Membership Status ACA/ FCA/ACMA/FCMA	CISA/DISA/ ISA or equivalent qualification	Dateof joining the firm as partner
1.					
2.					
3.					
4.					

6. Details of Qualified Assistants:

Sr. No.	Name of the Assistant	Membership No.	Membership Status ACA/ FCA/ACMA/FCMA	CISA/DISA/ ISA or equivalent qualification	Date of joining the firm as Assistant
1.					
2.					
3.					
4.					

7. Details of Semi-Qualified Assistants:

Sr. No.	Name of the Assistant	Whether Intermediate/IPCC completed	Date of Joining the firm as Semi-Qualified Assistant
1.			
2.			
3.			

8. Details of Technical Experts:

Sr. No.	Name of the Expert	Engineering field in which qualified	Date of Joining the firm
1.			
2.			
3.			
4.			

9. Details of Experience in PSUs

Sr. No.	Name of the Company/Unit	Year of Audit	Type of Audit — whether Financial Audit/Cost Audit / Internal Audit/Physical verification of Fixed assets
1.			
2.			
3.			
4.			

10. Income Tax/ PAN No. of the Firm:

11. GST No.:

12. Bank details:

1.	Bank Name, Address and Telephone No.	
2.	Branch Name, Address & Code	
3.	Bank Account Number with style of account, Saving/ Current	
4.	IFSC Code No. of the Bank	
5.	A cancelled cheque of the said Bank	

13. It is confirmed that all the requirements as per Annexure-A to H to the NIT documents have been complied with.

14. We confirm that we have not claimed any deviation from the specified terms & conditions, of the NIT documents. A copy of complete NIT document duly signed and sealed on all pages as a token of acceptance of all terms & conditions is attached.

Signature of authorized representative/ competent authority with Name & Seal of the Audit Firm

ANNEXURE- A

LIST OF LOCATIONS TO BE AUDITED

Consequent upon the restructuring of erstwhile HSEB, Haryana Power Generation Corporation Limited (HPGCL) came into existence on 14th August 1998 with the objective of generating power from State Owned Sources and supplying the same to Discoms i.e. UHBVNL and DHBVNL. The Company on the date of formation had a total generation capacity of 863 MW which has now been gone up to 2582.40 MW.

The present list of Audit locations of HPGCL (Corporate Office and Power Stations along with their installed capacity) is given below:

Sr. No.	Location	Installed Capacity	Commissioning Date
1.	Corporate Office Panchkula		
2.	Panipat Thermal Power Station, Panipat	Unit No-6: 210 MW Unit No-7: 250 MW Unit No-8: 250 MW Solar : 10 MW	31/03/2001 28/09/2004 28/01/2005 01/11/2016
3.	RGTPP, Hisar	Unit No-1: 600 MW Unit No-2: 600 MW	24/08/2010 01/03/2011
4.	DCRTPP,Yamuna Nagar	Unit No-1: 300 MW Unit No-2: 300 MW	14/04/2008 24/06/2008
	Western Yamuna Canal Hydro Project (Yamuna Nagar)	Power House A Unit No-1: 8 MW Unit No-2: 8 MW Power House B Unit No-1: 8 MW Unit No-2: 8 MW Power House C Unit No-1: 8 MW Unit No-2: 8 MW Power House D Unit No-1: 7.2 MW Unit No-2: 7.2 MW	 29/05/1986 13/06/1986 15/05/1987 01/06/1987 27/03/1989 18/04/1989 16/04/2004 12/05/2004
	Total	**2582.40 MW**	

ANNEXURE - B

MAJOR AREAS TO BE COVERED DURING THE INTERNAL AUDIT OF HEAD OFFICE/PROJECT OFFICES OF HPGCL

I.	Works including O&M Contracts (Pre-award and Execution)
II.	Procurement (Pre-award and Execution)
III.	Stores
IV.	Colony
V.	Petrol Pump
VI.	Vehicles Maintenance
VII.	Guest House/ Field Hostel/Shops
VIII.	School
IX.	Dispensary/Health Center
X.	Operations i) Thermal Energy – Fuel: Coal, Liquid fuel & Gas ii) Hydel Energy iii) Solar Energy
XI.	Books of Accounts
XII.	Commercial Accounts
XIII.	Establishment Accounts
XIV.	Human Resource Department
XV.	Loan Accounts
XVI.	Invoicing and Debtors for sale of energy
XVII.	Review of implementation of System and Procedures of the Corporation.
XVIII.	Land & Building
XIX	To review budgetary control.
XX	Reconciliation of inter unit transactions.
XXI	Review of compliance of statutory obligations under various statutes.
XXII	Any other area decided by the Chief Financial Officer

Note:

1. While auditing the above areas the contents of the internal audit manual of HPGCL and the specific instructions given by the office of Chief Financial Officer at the time of appointment or during the currency of the audit should be strictly followed.
2. The list of the above areas is illustrative only and not exhaustive. Special emphasis should be given to the key areas with a view to prudent and proprietary checks such as:
   - Guidelines issued by Corporate Finance from time to time have been complied with.
   - Physical verification of fixed assets and inventory is being carried out as per the system laid down in this regard. Further to report that the adjustments for excess and shortage are being carried out in the books in the same year.
   - Outstanding Internal audit or any other audit observations of the previous years have been complied with.
   - TDS and other statutory deduction are being made and deposited with the appropriate authority in all cases as per the relevant statute.

ANNEXURE-C

EXTENT OF COVERAGE OF AUDIT

Sr. No.	Area	Coverage in each phase
I	**WORKS INCL. O&M CONTRACTS** (Pre-award and execution) i) W.Os with value more than Rs.20 Lakh ii) W.Os with value from Rs.10 lakh to Rs.20 Lakh iii) W.Os with value less than Rs.10 lakh	 100% 50% 25%
II	**PROCUREMENT** (Pre-award and execution) i) P.Os with value more than Rs.20 Lakh ii) P.Os with value from Rs.10 lakh to Rs.20 Lakh iii) P.Os with value less than Rs.10 lakh	 100% 50% 25%
III	**STORES** i) Documentation and procedures ii) Claims iii) Store Accounts	 2 Months 50% 50%
IV	**OPERATIONS** A. Thermal Energy (Coal, Liquid Fuels, Gas) i) Operational Data Analysis ii) Review of Fuel Accounting records for Receipt, Consumption and Stock iii) Verification of Fuel Price Adjustment iv) Review of Monthly Operating Results B. Hydel Energy C. Solar Energy D. Coal Mining Activities	3 Months
V	**BOOKS OF ACCOUNTS, FUNDS AND BANKING ARRANGEMENTS** **Books of Accounts** i) Review of GL and Sub-Ledgers ii) Voucher Verification Bank Payment Documents (for 3 complete months) Documents for Bank Receipt (----------Do----------) Documents for Adjustments (----------Do----------) iii) Review of Employee Compensation / Accounts Pay Bill Review Other Employee Benefits **Funds and Banking Arrangements (including BRS)** **HPGCL Pension and Provident Fund Trust** **Maintenance of Cost Accounting Records**	 50% GL / 25% SL Apr, Sep, Nov, Mar and any one(1) more month 25% 50% 100% 100% To Comment
VI	**INVOICING AND DEBTORS FOR SALE OF ENERGY**	100%
VII	**PERSONNEL AND ADMINISTRATION** A. Employee Related i) Service Book ii) Employee Benefits B. Other Administrative Matters Land Mutation / Adverse Possession issues Unauthorized occupation of CFO	 25% 25% 50% 50%

VIII	**PROJECT / STATION / OFFICE related FACILITIES** (viz., Colony, Shops, Petrol Pump, Guest House / Transit Camp / Field Hostel, School, Dispensary / Health Centre and Vehicle Maintenance) i) Proprietary Aspects ii) Accounts	 100% 100%
IX	**LOANS** i) Domestic Loans ii) Foreign Loans	 100% 100%
X	**BONDS and DEBENTURES**	Test Check

ANNEXURE-D

REPORTING REQUIREMENTS

On completion of the Audit of the respective Audit Unit of each phase, the following steps should be followed before finalization of the report and the partner of the Firm should meet and discuss the audit observations.

(i) The preliminary audit observations shall first be discussed with the FA&CAO of the Audit Unit along with the Chief Engineer.

(ii) Pursuant to the above discussions, the preliminary Audit observations of the respective Audit Unit shall be prepared.

(iii) The salient audit observations of the respective preliminary Audit shall be discussed with the FA&CAO along with the Chief Engineer so that timely corrective action may be taken and based on the outcome a draft composite Audit Report covering all the Audit Units within the scope shall be compiled / prepared, including additional information if any, that may be provided / obtained during such discussions and rectifications carried out at the instance of audit. The report should also contain specific suggestions for improvements, if any.

(iv) Based on the outcome of the discussions, the Audit Report thus compiled shall be structured as outlined hereunder:

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

Part-I Compliance Report:

This part shall cover the comments of the Auditors on the adequacy of the compliance and action taken for rectification of errors/discrepancies pointed out by previous auditor pertaining to earlier phase and also Phase-I of the current year. It shall also contain the confirmation regarding implementation of policies, systems, controls etc. to avoid the recurrence of such irregularities in future. It may be ensured that the compliance report on audit observations pointed out in reports relating to earlier audits is made and corrective actions taken on those points are furnished in the Audit Report. In other words it may be ensured while conducting the audit, compliance report of the audit observations pointed out in the earlier report of preceding period, is furnished along with the corrective action taken.

Part-II Important Observations/ Findings:

This part shall contain all such significant discrepancies observed during the current Audit and the observations in which, the auditor feels immediate attention of management specifying the financial implications, if any. In this part Auditor shall also bring the important areas requiring improvement and their recommendation, if any. Also to indicate the improvements made by the Company based on the audit observations. Further to report any deviations/observations from policies, systems and procedures of HPGCL.

PART – III Report on Contracts/POS placed on single tender & nomination basis:

It has been decided that internal auditors will report separately on Contracts/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 statement below which may be adhered to.

A report indicating the number of contracts awarded on single tender & nomination basis in two categories viz, (i) Contracts more than Rs. 5 Lac and (ii) Contracts up to Rs. 5 Lac and furnish the same in the following statement indicating the contracts selected for review.

Sr. No	Contract Name	Party Name	LOA No. and date	Value of Contract	Whether proprietary item/urgency	Policies & procedures followed (Y/N), if no, reasons.

Part- IV Detailed Report:

In this part, the Auditor shall furnish the detailed results of the Audit and Auditors confirmation whether Company's system/guideline/propriety has been adhered to in the areas viz. works including O&M contracts, procurement, operation, establishment records in Finance & HR, establishment expenses, other expenses, depreciation, Commercial billing & its realization/reconciliation, maintenance of fixed assets register, current assets, capital work in progress, expenditure during construction, IDC, mandatory spares, stores, inter unit accounts, review of accounts, township, transit camp and provision of liabilities, scrap income etc.

The report should be supplemented, in each Phase, by a statement indicating:

(I) Particulars of records along with their volume (i.e. total no. of vouchers in each category for each phase) and value/volume checked as compared to the total volume and value of transactions viz. Bank receipt vouchers/Bank payment vouchers/Cash receipt vouchers/Cash payment vouchers/JV etc. Similar statistics are required with reference to audit of contracts with the total no. of contracts awarded and the percentage of audit done.

(II) A summary report indicating the important observations for each phase and for each area.

(III) A statement indicating the audit personnel deployed (designation) including the visits of partners and the period of audit for each substation. The partner is expected to carry out the audit by himself so that the entire scope is covered in a systematic manner and to facilitate the reporting as per the requirement.

(IV) Any other observation of interest.

(V) The report should be furnished for each audit unit/office separately.

ANNEXURE-E

TERMS OF REFERENCE OF INTERNAL AUDIT

The terms and conditions for conducting Internal Audit in HPGCL are indicated hereunder:-

1. Audit Team

Auditors should deploy suitable teams for undertaking the audit, after a thorough perusal of the requirements of the engagement letter, terms and conditions contained therein and the specific instructions for Internal Audit, ensuring that the size of the audit team is commensurate with the size of the audit unit and the volume of work involved. The Head of Finance of the audit Unit will coordinate with the Audit Team for smooth functioning of the audit.

The audit team is to be headed at all times by a Chartered Accountant/Cost Accountant two semi qualified assistants. The team members may be increased or decreased as per the requirement with the specific approval of Chief Financial Officer only.

2. Audit Report

The auditor should give report for each Phase as per the requirement of Annexure -D. Time is the essence of audit. Delay in submitting the report will attract a penalty of Rs. 500/ plus GST per day.

3. Audit Fee

Audit fee shall be paid as per agreement for each auditee unit. Payment shall be regulated as per man power deployed for audit. Any deviation /extension in the given programme could be considered if informed well in time and approved from Chief Financial Officer. In case the audit team member/members remain absent from the duty, proportionate deduction from the audit fee bill shall be made along with penalty of Rs. 500 plus GST per day per person.

Payment of Audit Fees

90% payment of the audit fee for each phase shall be released on completion and submission of the audit report of the audited Phase, on submission of the bill with all supporting evidences/documents required to process such bills including duty certificate issued by Head of Finance of the audittee unit and acceptance certificate issued by Chief Financial Officer.

Balance 10% of the audit fees shall be considered as security deposit and shall be released on faithful completion of the work. .

4.Audit Period:

Internal Audit of all four locations shall be conducted in 2 phases for a financial year (Phase- I covering April to September and Phase- II covering October to March). The commencement of Phase-I Audit will be within 07 days of issue of LOI / Work Order, whichever is earlier & Phase-II will be on 1st March 2027 and the reports for Phase- I & II are to be submitted by 25th February and 25th April, 2027 respectively.

Normally one month time shall be considered for audit of each phase of each unit which shall ordinarily be of 25 working days. However, if further working days are required, then approval of Chief Financial Officer shall be obtained.

5. Terms & Conditions

Qualifying Criteria for Short Listing

i. Audit Firms having minimum experience of 7 years and above shall be considered for Short Listing and engagement.

ii. Experience from the financial year 2016-17 onwards only shall be considered while carrying out selection criteria.

iii. The Audit firms that secure 70% and above marks as per qualifying criteria shall be considered for short listing and engagement. The criteria for assigning marks are given in Annexure-G.

iv. Preference will be given to Audit firms located/having offices near the location to be audited. However, depending on the requirement, any Audit firm can be assigned Audit of any unit/ location of HPGCL.

v. The financial quotes of the shortlisted firms only shall be considered for the evaluation criteria for engagement. The evaluation criteria are as per Annexure-H.

vi. Shortlisted firms will be intimated about their short listing. The firms who have been shortlisted but could not be assigned the work can be considered for the future assignments for the remaining periods at the negotiated prices.

vii. The HPGCL reserves its right to accept or reject any application without assigning any reasons. The decision of the HPGCL for allotment of the work will be final and binding upon the parties participating in the short listing.

Evaluation Criteria:

Financial Evaluation:

1. The evaluation committee will determine if the financial proposals are complete and without computational errors. The lowest bid "Bmin" will be given a financial score "F" of 100 marks. The financial scores of all the bids will be computed as follows:

F= 100 X Bmin / B (B- indicates the quoted bid price).

The bids will finally be ranked according to their combined technical (T) and financial (F) scores using a weight of 60 % for technical bids and 40 % for price bids. Overall ranking ® shall be calculated as under:

R= T x 0.60 + F x 0.40

The bidders securing the highest ranking (R) shall be the first successful bidder and so on.

viii. The Internal Auditor will ensure that the information obtained in respect of the operation of the Unit is maintained in strict confidence and secrecy. A certificate towards maintaining confidentiality is to be provided by the Internal Auditor at the time of acceptance of Audit assignment.

ix. The engagement of the Audit Firm will be initially for one year i.e. FY 2026-27, which can be renewed further subject to satisfactory performance of the firms on the existing rate, terms & conditions.

x. HPGCL's management reserves the right to terminate the engagement of the Firm.

xi. Internal Audit assignments can be terminated by giving 15 days notice in the following cases:

a) If the Firm obtains the engagements on the basis of false information/false statement at the time of submission of application/documents for the NIT. or

b) The Audit Firm is found to have sub-contracted the work. or

c) If the Firm does not conduct audit in terms of the engagement letter. Or

d) If performance /progress of the firm is not found satisfactory. or

e) If the Firm does not submit Audit Report, complete in all respect, in terms of the engagement within the specified date.

f) If there is violation of provision of Company's Act, 2013. In case of termination, EMD of the firms shall be forfeited. Besides this HPGCL can also debar/blacklist the firm.

xii. Audit firm shall maintain utmost good faith and confidentiality about the information gathered by them during the course of audit.
xiii. All the disputes arising out of engagement shall be subject to Panchkula Court only.

6. General Terms & Conditions:

1) CONTRACT AGREEMENT

The contractor firm shall execute a contract agreement with HPGCL on a Non Judicial Stamp Paper of appropriate value within 07 days of receipt of work order.

2) RATE/CONTRACT PRICE

Rate shall be quoted by the bidder, strictly as per rate quoting sheet and the agreed contract price shall remain firm during the currency of the contract. Any statutory taxes/levies, if to be charged extra, should be clearly indicated by tenderer in their offer separately, failing which it will be presumed that the quoted prices are inclusive of all such statutory taxes/levies.

3) EARNEST MONEY AND SECURITY DEPOSIT

Every tenderer, while submitting his tender, shall deposit the earnest money of Rs. 8,235 /- (Rupees Eight thousand two hundred thirty five only) specified in the NIT online by using the service of secure electronic payment gateway. The secure electronic payment gateway is an online interface between consultant and online payment authorization networks. The Payment for EMD can be made online directly through RTGS / NEFT. In case of RTGS/NEFT, proof of deposit of Earnest Money containing UTR number etc. duly certified by the bank shall be submitted.

The earnest money furnished by the successful tenderers on whom the work order is placed earnest money shall be converted into security deposits as a guarantee for faithful and satisfactory execution of the work order.

(The EMD of the unqualified bidders will be returned without any interest, as promptly as possible, within 30 days after declaration of qualification result and that of unsuccessful bidder within 15 days of the execution of the contract with the selected bidder)

The Security Deposit shall be 10% of the Contract value in all the cases. The successful bidder shall deposit the security equal to 10% of the total value of the work order. However, the EMD already deposited by the bidder shall be converted into the security deposit and the balance amount will have to be deposited by the contractor by demand draft in favour of Sr.AO/EAD, HPGCL within 07 days of issue of work order. Failing which the work order may liable to be cancelled and EMD shall be forfeited.

The security deposit of the contractor shall be retained by HPGCL for faithful execution of the contract.

Security deposit shall be released only after completion of the entire period of the contract and after completion of 30 days of the satisfactory completion of the work/contract after making recoveries, if any, under the provisions of the contract.

No interest shall be paid on EMD / Security deposit for the period it remains deposited with HPGCL.

The earnest money / security deposit shall be forfeited in part or in full under the following circumstances:-

i) If the Tenderer withdraws his tender at any stage during the currency of validity period.

ii) If the work order has been issued but the consultant refuses to comply with it irrespective of the fact that HPGCL sustains any loss on account of such default or not.

iii) In the event of a breach of contract in any manner.

iv) In case of evidence of cartel formation by the bidder(s).

v) If the consultant fails or neglects to observe or perform any of his obligations under the contract, it shall be lawful for the HPGCL to forfeit either in whole or in part, in its absolute discretion, the EMD/security deposit furnished by the consultant.

vi) The forfeiture of EMD/security deposit shall be without prejudice to the right of HPGCL to recover any further amount or any liquidated and/or other damages as admissible under the law, under payments or over payments made to the consultant under this contract or any other contract as well as to take such administrative action against the consultant as blacklisting etc.

4. PAYMENT TERMS (Audit Fee)

Completion of work/contractual obligations/formalities in all respect by the audit firm would be essential requirement for claiming any payment. Audit fee shall be paid as per agreement for each auditee unit. Payment shall be regulated as per man power deployed for audit. Any deviation / extension in the given programme could be considered if informed well in time and approved from Chief Financial Officer.

After ascertaining successful bidder, their final negotiated annual fees shall be divided into two parts i.e 50% for Phase-I and 50% for Phase- II at the time of placement of Work Order and the payments shall be made Phase wise.

90% payment of the audit fee for each phase shall be released on completion and submission of the audit report of the audited Phase, on submission of the bill with all supporting evidences/documents required to process such bills including duty certificate issued by Head of Finance of the audittee unit and acceptance certificate issued by Chief Financial Officer.

Balance 10% of the audit fees shall be considered as security deposit and shall be released on faithful completion of the work.

5. MODE OF PAYMENT

Payment shall be released by the Sr. Accounts Officer/Accounts Officer/EAD, through RTGS/NEFT.

6. COMPLETION PERIOD

The completion period of the work as specified below shall be the essence of the contract. The work shall be started within 07 days of issue of LOI / Work Order, whichever is earlier.
Internal Audit of all four locations shall be conducted in 2 phases for a financial year (Phase- I covering April to September and Phase- II covering October to March). The commencement of Phase-I Audit will be within 07 days of issue of LOI / Work Order, whichever is earlier & Phase-II will be on 1st March 2027 and the reports for Phase- I & II are to be submitted by 25th February and 25th April, 2027 respectively.

Normally one month time shall be considered for audit of each phase of each unit which shall ordinarily be of 25 working days. However, if further working days are required, then approval of Chief Financial Officer shall be obtained.

7. RISK AND COST:-

In case the consultant fails to fulfill the contractual obligation, the work shall be got done from some other agency at the risk and cost of the consultant. It shall be without prejudice to the right of HPGCL to recover any further amount or any liquidated and/or other damages.

8. PENALITY FOR DELAY

(i) Penalty for delay in submission of report:-

Time is the essence of the contract. The contractor shall ensure timely completion of the job as per stipulated completion period. In case of delay in completing the work/job, the penalty for delay will be imposed Rs. 500 plus GST per day or part thereof subject to maximum of 10% of the contract value.

(ii) Penalty for absent of member of audit team:-

In case the audit team member/members remain absent from the duty, proportionate deduction from the audit fee bill shall be made along with penalty of Rs. 500 plus GST per day per person.

9. DOCUMENTATION

The Audit firm and the executive in-charge of the work shall ensure the following document before forwarding the bill of the Audit firm to the Accounts wing for pass and payment to avoid delay in payment of the contractor:-

(i) Contractor shall submit bill in duplicate to the executive incharge.

(ii) The bill of the Audit firm along with the annexure submitted by the Audit team at (i) above, should be approved and verified by the officer in-charge for gross value as well as net payable value and accompanied with the certified/documents.

(iii) Self attested copy of the attendance sheet of audit team members.

Note:

Documents attached along with the contractor bill should be referred in the forwarding letter of the executive office forwarded the bill for pass and payment.

10. PERFORMANCE BANK GUARANTEE

Contractor shall submit bank guarantee of the nationalized bank equivalent to 10% of the contract value in the prescribed performa valid up to one month after completion of work i.e submission of report & satisfactory completion of work.

11. WARRANTY- N.A

12. FORCE MAJEURE

(i) In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under this Contract, relative obligation of the party affected by such Force Majeure shall be treated as suspended during which the Force Majeure Clause lasts.

(ii) The term “Force Majeure” shall have herein mean riots (other than among the Consultant’s employee), Civil commotion, War (whether declared or not), invasion, act of foreign enemies hostilities, civil war, rebellion, revolution, insurrection, military coup, damage from aircraft, nuclear fission, embargoes, quarantines, acts of God such as earthquake (above 7.0 magnitude on Richter scales), lightning, unprecedented floods, fires not caused by the Consultant negligence and other causes which the Consultant has no control and accepted as such by HPGCL whose decision shall be final and binding. Normal rainy season and monsoons are not Force Majeure.

(iii) Upon occurrence of such causes and upon its termination, the party alleging that it has been rendered unable as aforesaid, thereby, shall notify the other party in writing by

registered notice within 24 (twenty four) hours of the alleged beginning and ending thereof giving full particulars and satisfactory evidence in support of its claim.

(iv) Time for performance of the relative obligation suspended by the Force Majeure shall stand extended by the period for which such clause lasts.

(v) If works are suspended by Force Majeure conditions lasting for more than two (2) months,

(vi) HPGCL shall have the option of cancelling this Contract in whole or part thereof, at its discretion.

13. IDLE LABOUR CHARGES:-

a) No idle labour charges will be admissible in the event of any stoppage caused in the work resulting ir. contractor's labour being rendered idle due to any cause.

14 OVER RUN CHARGES:-

No over run charges shall be paid in the event of the completion period being extended for any reasons.

15.WATCH & WARD:-

The watch and ward of T&P and other material will be the responsibility of the consultant.

16. FACILITIES TO BE ARRANGED BY CONTRACTOR'

The contractor/consultant firm shall make his own arrangement for providing all facilities like lodging, boarding and transportation etc for his supervisors/staff engaged for completion of the job.

17.STATUTORY DEDUCTIONS:-

Statutory deduction as applicable shall be made at source from the bills of the consultant at the prevailing rates.

18.STATUTORY COMPLIANCES :-

The bidder shall comply with all the statutory laws/ acts as applicable.

19.INSURANCE OF WORKERS: -

The consultant will be solely responsible for any liability for his workers in respect of any accident, injury arising out during the currency of this contract. HPGCL will not be liable for any of the Claims arising out of any such incident.

20.SAFETY RULES: -

The bidder shall have to comply with all the provisions of safety rules and regulations as per industry standards.

21. ARBITRATION

All matters questions, disputes, differences and / or claims arising out of and / or concerning, and /or in connection with, and /or in consequence of, and /or relating to the contract whether or not obligations of either of both the parties under this contract be subsisting at the time of such dispute and whether or not this contract has been terminated or purported to be terminated or completed, shall be referred to the sole arbitrator to be appointed with the mutual consent of both parties. The award of the Arbitrator shall be final and binding on both the parties to the contract. Subject to aforementioned provisions, the provisions of Arbitration & Conciliation Act, 196 as amended from time to time and rules made thereunder for the time being in force, shall apply to the Arbitration proceedings under this clause.

or

Any other mechanism prescribed by the Govt. Haryana for resolution of disputes between the parties being applicable to HPGCL.

22. LAWS GOVERNING CONTRACTS

All contracts shall be governed by the laws of India for the time being in force.

Irrespective of the place of delivery, place of performance or place of payment under a contract, the contract shall be deemed to have been made at the place from which the acceptance of tender has been issued.

Jurisdiction of Courts- The courts of the place from where the acceptance of tender has been issued shall alone have exclusive jurisdiction to decide any dispute arising out of or in respect of the contract. (Panchkula)

23.SET OFF

Any sum of money due and payable to the Audit Firm under the contract (including security-deposit returnable to the Audit Firm) may be appropriated by the HPGCL and set-off against any claim of the Corporation for the payment of a sum of money arising out of under that or any other contract entered into by the Audit Firm with the HPGCL.

24. SUBLETTING & ASSIGNMENT

The Audit Firm shall not, sublet, transfer or assign the contract or any part there of or interest therein or advantage thereof in any part thereof in any manner whatsoever without prior consent of the HPGCL.

25. Eligibility of the black listed firms to participate in NIT

The Audit firms who have been blacklisted by HPGCL or any other Centre or State Power Utility/ Board or Corporation/ or any other Thermal/Hydro Elect. project shall not be eligible to bid against the NIT of HPGCL, However;

(i) In case the blacklisting of the firm is for a specific plant and not for the organization as a whole then such blacklisting will not tantamount to ineligibility of the bidder.

(ii) Blacklisting of the firm by any unit of the HPGCL shall be considered as ineligibility of the firm at any other project of HPGCL.

(iii) In case any firm was blacklisted for a limited period in past by any organization and presently such blacklisting has removed by such organization then it will not tantamount to ineligibility of the bidder.

(iv) Firm has to certify itself for its eligibility with supporting documents to participate in the NIT stating that it has not been blacklisted by any organization presently, however in case at a later stage such certification found wrong then it will lead to misrepresentation of the facts and the firm shall be treated as blacklisted on this ground and action shall be taken as par regulation 36 and 37.

7. GST DOCUMENTS & UNDERTAKING:-

Prospective bidder should submit the following:-

i Copy of GST Registration Certificate under GST Act.

ii Undertaking on the letter head of bidder that GST registration is valid as on date and that no default has ever been made by the bidder in filing various GST returns and deposit of GST dues with the department.

Note:-

a) Bidder having multiple registrations under GST will submit above undertaking for each and every GST Number.

b) A default under a GST number, even if the GST number pertains to some other state, will make the vendor ineligible to participate in tender.

8. WITHHOLDING OF PAYMENT:-

HPGCL reserves the right to withhold whole or any part of payment/Security Deposit(s) for work executed by the consultant, which in the opinion of the order placing authority, is necessary to protect HPGCL from loss on account of :-

a) Services not rendered as per the scope of work

b) Damage to HPGCL or to others' property.

c) Penalties if imposed on account of non-compliance of statutory labour laws or by court of law in case of injuries inflicted on any personnel including those of HPGCL.

The terms & conditions not specified in the tender shall be governed by "HPGCL Works & Purchase Regulations 2015" and amendments thereto which are available on the HPGCL website i.e. www.hpgcl.org.in.

ANNEXURE- F

GENERAL INSTRUCTIONS TO AUDIT FIRMS AND DOCUMENTS LIST

(A) Instructions to Audit Firms

1. Format of Application must be completely filled in. Incorrect and incomplete applications will be rejected out-rightly.
2. Please ensure that date of opening of Registered Office, Branch Office, entrance dates of all Partners into the firm, date of joining of firm as qualified & semi-qualified assistants should be invariably indicated in the application.
3. All NITs will be evaluated on the basis of the documents furnished along with applications only. No further documents will be called for during the scrutiny of the NITs. Any additional document received, after last date & time of receiving the NITs as stipulated in the Notice Inviting NITs, will not be entertained.
4. Since, all the applications will be evaluated strictly on the basis of selection criteria as per Annexure-G please avoid attaching unsolicited information/documents for processing applications expeditiously.
5. All submitted documents should be signed by duly authorized Partner/partners with his name and with the seal of the firm.
6. One month shall be considered ordinarily of 25 working days. However, if further working days are required, then prior approval of Chief Financial Officer shall be obtained.

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

Interested audit firms are advised to go through contents of the NIT documents carefully and submit all attested copies of the following documents in proper sequence along with the NITs as described hereinafter:

1. Registration certificate of the firm issued by the Institute of Chartered Accountants of India/the Institute of Cost Accountants of India. Information related to year of establishment of Head Office & Branch Office(s), addresses, details of partners and their membership nos. etc. as indicated in the Certificate will be treated as conclusive and final information for the purpose of evaluation of NIT.
2. Membership certificates of the qualified assistants issued by the Institute of Chartered Accountants of India/the Institute of Cost Accountants of India.
3. Certificates/mark sheets issued by the respective Institutes in evidence of qualifications of semi-qualified assistants.
4. Copies of appointment orders for Financial/cost/internal audit in HPGCL and its Subsidiaries/PSU/Govt./Scheduled Bank/Power Sector/others in evidence of experience.
5. Copy of PAN Card.
6. Copy of GST Registration.
7. A cancelled cheque form of the Bank to which Fee payments will be made.
8. Any other additional information/certificate mentioned in the bidding documents.
9. Undertaking in respect of Non-Blacklisting of instruction to Bidders.

ANNEXURE- G

SELECTION CRITERIA (POINT ALLOCATION) FOR SHORT LISTING OF AUDIT FIRMS WILL BE AS FOLLOWS

Sr. No.	Particulars	Points to be allocated	Maximum points
1	Year of Establishment of the Audit Firm/Limited Liability Partnership Firm (minimum experience - 7 years)	1 (one) per year in existence (fraction of the year to be ignored)	16 (sixteen)
2	No. of Partners in the Firm/Limited Liability Partnership Firm who are with the Firm for a minimum period of one year as on date of application.	2 (two) for each Partner who is ACA/ACMA 3(three) for each Partner who is FCA/FCMA	20 (twenty)
3	Number of ACA/FCA/ACMA/FCMA (who may be a Partner) with CISA / DISA	2 (two) per ACA/FCA/ACMA/FCMA	08 (eight)
4	No. of Qualified Assistants (CA/CMA) employed with the Firm	2 (two) per Qualified Assistant	16(sixteen)
5	No. of Semi-qualified Assistants (CA/CMA Intermediates/IPCC) employed with the Firm	1 (one) per Semi-qualified assistant	11 (eleven)
6	No. of Technical Experts having Engineering background	2 (two) per Expert	6 (six)
7	Experience of the Firm in Power sector in conducting internal audit of public sector undertaking (Beyond three-years experience)	2 (two) points per year of Audit beyond three years of internal audit of Power sector.	12 (twelve)
8	Empanelment with Comptroller and Auditor General of India having head office at Chandigarh/ Panchkula/ Mohali)	2 (two) per year of Audit (fraction of the year to be ignored)	11 (eleven)
	Total Points		**100 (hundred)**

Note:

(i) Audit Firms having minimum experience of 3 years in Power Sector and above shall be considered for financial bid opening.

(ii) Experience in Power Sector from the financial year 2016-17 onwards only shall be considered while carrying out selection criteria at Sr. No. 7 above.

(iii) The Audit firms that secure 70% and above marks as per qualifying criteria shall be considered for financial bid opening.

Annexure-H

FINANCIAL QUOTE SHEET AND FINANCIAL EVALUATION CRITERIA

Financial Quote:

The bidder shall quote the audit fee per month per member of the audit team in the following format:

Particular of the Audit team	No. Of members	Amount per man month (in Rs.)	Taxes (if any) (in Rs.)	Total including taxes (in Rs.)
1.	**2. C1**	**3 C2**	**4 C3**	**5 C4**
Head of Audit Team				
Audit Assistant				
Other Overheads/ Charges				
Total as per column 5				

Note:- 1. The audit team is to be headed at all times by a Chartered Accountant/Cost Accountant two semi qualified assistants. The team members may be increased or decreased as per the requirement with the specific approval of Chief Financial Officer only.

2. Normally one month time shall be considered for audit of each phase of each unit which shall ordinarily be of 25 working days. However, if further working days are required, then approval of Chief Financial Officer shall be obtained.

Evaluation Criteria:

Financial Evaluation:

The evaluation committee will determine if the financial proposals are complete and without computational errors. The lowest bid “Bmin” will be given a financial score “F” of 100 marks. The financial scores of all the bids will be computed as follows:

F= 100 X Bmin / B (B- indicates the quoted bid price).

The bids will finally be ranked according to their combined technical (T) and financial (F) scores using a weight of 60 % for technical bids and 40 % for price bids. Overall ranking (R) shall be calculated as under:

R= T x 0.60 + F x 0.40

The bidders securing the highest ranking (R) shall be the first successful bidder and so on.

Annexure-I

PRICE SCHEDULE

Sr. No.	Particulars	Amount		
		Price (for complete one financial year (Rs. in figures)	**GST as applicable**	**Total Price including GST**
1.	Conducting of Internal Audit of the Accounting units of HPGCL in respect of FY 2026-27 on half yearly basis.			

Authorized Signatory

(Seal/Rubber Stamp)

Same is to be filled only in the Price Bid Format in the NIC Portal