



# JHARKHAND BIJLI VITRAN NIGAM LTD.

(CIN:U40108JH2013SGC001702)

Engineering Building, HEC, Dhurwa, Ranchi-834 004

**Sub: Expression of interest for appointment of Firms of Chartered Accountants/ Cost Accountants to conduct Internal Audit in JBVNL for the FY- 2017-18, 2018-19 & 2019-20.**

Jharkhand Bijli Vitran Nigam Limited, Ranchi hereby invites expression of interest from CA/CMA firms to be engaged to conduct internal audit for the FY- 2017-18, 2018-19 & 2019-20. Of all units and Head office.

Please visit the website of Jharkhand Bijli Vitran Nigam Limited- [www.jvnl.in](http://www.jvnl.in) and [www.jharkhandtenders.gov.in](http://www.jharkhandtenders.gov.in) for details.

Last date of submission of the expression of interest is 13-07-2017(21 days from the date of publication) at following address:-

Finance Controller  
Jharkhand Bijli Vitran Nigam Limited  
Regd. Office:- Engineering Building  
HEC, Dhurwa, Ranchi 834004

**INVITATION**  
**OF**  
**EXPRESSION OF INTEREST (EOI)**  
**FOR**  
**OUTSOURCING OF INTERNAL AUDIT BY**  
**EMPANELMENT AS INTERNAL AUDITOR**  
**OF**  
**Jharkhand Bijli Vitran Nigam Limited**



**FOR THE F.Y. 2017-18, 2018-19 & 2019-20**

## NOTICE

### Notice inviting Expression Of Interest (EOI) for Appointment of Firms of Chartered / Cost Accountants to conduct the Internal Audit in JBVNL for the FY 2017-18,2018-19 & 2019-20.

Jharkhand Bijli Vitran Nigam Limited invites expression of interest (EOI) from firms of Chartered/Cost Accountants for appointment as Internal Auditors for the following offices for the FY 2017-18, 2018-19 & 2019-20(Internal Audit):--

S. No.	Offices	The location of the Firm should be in the following Cities:
I	Corporate Office/ Nigam Hqr.	Ranchi, Gumla
II	ESA Ranchi	
	ESC Ranchi	
	ESC Gumla	
III	ESA Singhbhum	Jamshedpur, Chaibasa
	ESC Jamshedpur	
	ESC Chaibasa	
IV	ESA Dhanbad	Dhanbad, Chas, Bokaro
	ESC Dhanbad	
	ESC Chas	
V	ESA Hazaribagh	Hazaribagh, Ramgarh
	ESC Hazaribagh	
	ESC Ramgarh	
VI	ESA Dumka	Dumka, Sahebganj, Deoghar, Pakur
	ESC Dumka	
	ESC Sahebganj	
	ESC Deoghar	
VII	ESA Giridrh	Giridih, Koderma
	ESC Giridih	
	ESC Koderma	
VIII	ESA Medininagar	Medininagar, Daltonganj, Garhwa
	ESC Daltonganj	
	ESC Garhwa	

Professional Firms may apply for appointment as Internal Auditors, for any of the Seven Electric Supply Area and Nigam Hqr. However one eligible firm will be engaged for either one Area or Corporate Office/Nigam Hqr. Only. Nigam reserves the right to include/exclude projects as per future requirements.

Interested Firms are requested to go through the Eligibility Criteria carefully given in *Annexure-A* and submit their applications (along with quote for Professional Fee and relevant documents) in prescribed format given in *Annexure-B&C*. Applications must reach on or before \_\_\_\_\_ in a sealed envelope addressed to :-

Finance Controller  
Jharkhand Bijli Vitran Nigam Limited  
Regd. Office:- Engineering Building,  
HEC, Dhurwa, Ranchi-834004,

After careful scrutiny of applications, the eligible firms will be called to attend the interaction meeting with selection committee, which may be intimated

individually also.

Firms may carefully read the details of Conduct, Frequency, Reporting Format and Scope given in *Annexure-D*. Important instructions to Professional Firms are given in *Annexure-E*.

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Any further clarifications can be sought from:--

Sr. Manager(F&A)  
JBVNL

**Note:** Weightage/ preference will be given to those firms having sufficient experience of Audit/Allied works in power companies/ Electricity Board and CA firms having their partner necessary experience of working in power companies etc.

**Eligibility Criteria**

<b>Particulars</b>	<b>Minimum requirement</b>
Year of Establishment	Seven years old (cut-off Date-31-03-2017)
Base Location	The location of the Firm should be in the Cities/Towns,where Nigam's Area Offices/Circle Offices are located, as given in notice.
Average turnover from professional services for last 3 years	Not less than Rs. 10.00 Lacs
No. of professionally qualified CA as partners/employee	05
Statutory Audit- No. of companies (with operating turnover more than Rs. 500 cr.) audited in last 05 years	04 (at least 02 should be in PSU/ Banking sector)
Internal Audit- No. of companies (with operating turnover more than Rs. 500 cr.) audited in last 05 years	04 (at least 02 should be in PSU/ Banking sector)
Worked as Central/Joint Statutory Auditor- No. of schedule A/B PSU audited in last 05 years	01

Following will be the basis of marks for selection/empanelment.  
 Selection/empanelment will be done on the basis of attainment of highest marks obtained

Sl No.	Norms	Basis of Marks	Maximum Marks
1	Years of establishment of Firms(s) since date of registration	2 Marks per year	10 marks
2	Number of Chartered/Cost partners in the firm	4 marks for each associate member and 5 marks of each fellow member	20 marks
3	Number of qualified assistants in the firm. He should be a member of the respective institute	2 marks for each qualified assistants	10 marks
4	The firms having the experience of Statutory/Cost audit in any PSU/Govt. Sectors Compay/Board	5 Marks for each year	15 marks
5	The firm having the experience of power sectors	5 marks for each companies	20 marks
6	The firm having office in Jharkhand	2 marks for each year	10 marks
7	The firms having the experience of Internal audit in any PSU/Govt. Sectors Company/Board	5 marks for each year	15 marks
<b>TOTAL</b>			100 Marks

**Standard format for submission of Technical details***To be printed on the letterhead of the Firm***I. Basic Details**

- a) Name of the firm :
- b) Base Location and Full Address :
- c) Registration No. :
- d) Date of Registration :
- Age in Years (cut-off date  
31/03/2016) :
- e) Average turnover for last 3 years (in Rs. Cr.) :

	Year	Turnover from professional services (in Rs. Cr.)
2016		
2015		
2014		

- f) Details of  
Branches : Total.....no. of Branches in ..... no. of Cities

S. No.	No. of Braches	City/State	Address
1.			
2.			

**II. Manpower Details**

- g) Details of Partners: Total.....no. of Partners

S. No.	Name	FCA/ACA/DISA/CISA	Membership No. and Member since	Date of Joining the firm
1.				
2.				

- i) Details of Other Audit Staff : Total....no. of Audit Staff out of which.... no. are  
CA/CMA

S.	Name	Qualification	Whether CA/CMA	Date of Joining the firm
1.				
2.				

### **III. Details of Professional Experience in last five years**

#### *h) Statutory Audit*

S. No.	Name of the Company	Operating turnover in Rs. Cr. (in the year of assignment)	Industry (Banking /Other)	Period of the assignment
1.				
2.				

#### *i) Internal Audit*

S. No.	Name of the Company	Operating turnover in Rs. Cr. (in the year of assignment)	Industry (Banking /Other)	Period of the assignment
1.				
2.				

#### *j) Worked as Central/Joint Statutory Auditor*

S. No.	Name of the Company	Schedule A / Schedule B PSU	Industry (Banking/Other)	Period of the assignment
1.				
2.				

#### **IV. Whether Firm Already worked as Internal Auditors/ Professional Consultant of erstwhile JSEB: if yes, provide the details**



**Standard format for submission of Professional Fee Quote**

*To be printed on the letterhead of the Firm*

<b>Name of the Firm</b>	
<b>Base Location</b>	
<b>Indicative Fee (excluding taxes) in Rs.</b>	

**Internal Audit (Conduct, Reporting Format and Scope )**

**Scope and Objectives:**

The objectives for the internal audit are as under:

- Evaluate the business processes to ensure that they are aligned to the business objectives.
- Evaluate the compliance to both the internal policies and procedures of the company and external regulations to the extent applicable to the key processes.
- Evaluate the effectiveness and efficiency of the identified processes and related internal controls.
- Evaluate the accuracy of accounting information systems supporting the process.
- Evaluate progressively the risks relating to the business management covering information technology and general process.

***Pre Audit Opening***

- General Process Understanding
- Data Analysis and Summary Preparation
- Planning of Audit

***Risks, Checklists, Audit Programme***

- Listing of Risks and Audit Programme (Checklists)
- Generation of Exceptions through Analytics
- Planning of Audit Programme Delivery
- Execution of Audit Programme
- Compilation of Observations and Draft Reporting
- Quality Check of adequacy of Evidences and Work Paper Linking
- Supervisory Review and Confirmation

***Report Compilation***

- Preparation of Audit Report
- Circulation of the Draft Report for Management Comments
- Collection of Management Comments

### **Report Issue**

- Final Official Report Issue as per Standards on Internal Audit (SIAs) Issued by the ICAI
- Audit Committee Presentation
- Audit Feedback Collection

The Audit shall be conducted as per the Standard on Internal Audit (SIA) 4 for Reporting released by ICAI.

### **Each Audit Report shall contain the following information:**

- Executive summary
- High, Medium, Low Risk Areas classified separately
- Detailed audit observations, covering Risks, Impact, Recommendations, Auditee Comments, and Annexure of evidences
- Audit Implementation Action Plans with time lines and responsibility shall be updated after Management discussion.
- Presentation to management and Audit Committee

### **Mechanism for Selection of Sample:**

<b>Area of Verification</b>	<b>Sampling Technique to be used</b>
To verify a process of very high concern with significant materiality and impact on the bottom line of the Organization	100% Verification
To verify a process for the purpose of controls built inside the system (Automated Controls)	1 Sample
To verify a process involving verification of a manual control and the objective is to get confidence on the entire population	Random Sampling
To verify a process and understand the controls are working adequately only in case of significant value transactions	Random Sampling of transactions above threshold limit
To verify the controls in a specific attribute of transactions viz., of an individual, location, unit, time zone etc.,	Random Sampling of transaction satisfying the attribute

**Samples Selected and Result Documentation:**

**Sample Selection -**

Sl No	Process to be verified and Objective to be achieved	Type of Sampling Adopted	No of Samples Selected	Result of Verification	Conclusions

**Result Documentation -**

Sl No	Sub Pro-	Area	Comments	Form / Format
		Objective		
		Critical Control Description		
		Application Used		
		Maker		
		Authorizer		
		Report Generated		
		Input		
		Output		
		Operating Procedures		
		Policies		

**Finance and Accounts Risks Review Checklist:**

**Power Availability Management**

**Risk listing** – Ineffective process of power purchase and power availability in the system

**Audit** –

Check the following -

1. Total demand in the system.
2. How the demand is planned to be met?
3. The proportion of scheduled own generation and power purchase.

4. The variance in the above schedule.
5. Analysis of UI Charges
6. Short term power purchase
7. Analysis of higher cost of purchases impacting the bottom line Bills.
8. Analysis of inadequate and unstable power supply.
9. Analysis of technical losses at all the levels through energy accounting.
10. The above has to be analysed in light of plan for achieving the objectives of the ‘National Electricity Policy’.
11. Power purchase from IPP’s/CPPs of Jharkhand state.

**Documents –**

- a) Power Purchase schedule and actual purchase.
- b) Variance in the schedule and actual purchase.
- c) Variance in the demand forecasting and actual demand.
- d) Energy Received and Transferred statement at each level.

**Receivables Accounting and Management Process**

**Risk listing – Ineffective process of bill generation**

**Audit –**

Check the following in the bills:

1. Whether the bills are serially controlled and verifying, if there are any duplicate, cancelled bills and ascertain the reasons for the same.
2. Check if the calculation of arrears, DPS, etc., are accurate by verifying it against the tariff.
3. Checking of inaccurate bills resulting in revenue loss for the company.
4. Calculation of the amount to be billed against the amount billed and amount billed with receipts to identify the quantum of revenue loss.
5. Calculation of delays in bill generation with reasons as well as ageing analysis.
6. Checking of accurate posting of payment receipts and their authorisation by the designated Personnel.
7. Analyse receivables ageing, report and ascertain reasons for long pending dues and checking of the procedure for follow up of dues.
8. Delays in meter readings leading to delay in bill generation, receipt of funds and funds blockage. Calculation of the average number of days of delay and the cash flow loss due to non receipt of funds on time.

9. DCRs not posted accurately, resulting in revenue leakage. Calculation of revenue losses, due to such cases.

**Documents –**

- a) Consumer Assessment Ledger
- b) Daily Collection Register through all the payment gateways
- c) Details of Arrears outstanding
- d) Bills corrected
- e) Debtor Reconciliation and confirmation documents.

**Checking of Payment against Turnkey Projects:**

**Risk Listing – Inadequate Payment Process**

**Audit -**

Checking of the payments to ensure following:

- 1. Checking of Contractor bills as per W.O/Contracts agreements.
- 2. Payment entry is made accurately and completely for all the bills received
- 3. Payment is made as per the terms and conditions entered into with the vendor
- 4. Calculate the delays in posting of payment entries with reasons as well as ageing analysis
- 5. Check if debit notes are issued and reconciled accurately and are authorized by the designated personnel. Debit notes are not issued without supporting payment references
- 6. Ensure that the deductions/recoveries from bills are authorised by authorised officials.
- 7. Creditors ageing and reasons of delay.
- 8. Bank Reconciliation
- 9. Fund availability statement in case of payments made through Treasury.
- 10. Statutory remittances
- 11. Mismatch between actual payment and payment to be made resulting in excess payments
- 12. Bills have been duly verified by Project officials.

**Documents -**

- a. Purchase Orders/W.O
- b. Payment Vouchers
- c. Payment Register
- d. Stores Receipt Vouchers
- e. Agreement with the Vendor
- f. Creditors ageing analysis

***General Financial Accounting and Closure System.***

**Risk Listing** – Books of accounts not closed on a timely basis

**Audit** –

1. Perform a General Ledger scrutiny to ascertain any irregularities in transaction postings, and undertake a detailed review where discrepancies are identified.
2. Ensure that there are no Un-reconciled items on opening balances
3. Study / review of the Notes to Accounts appended for adequacy of disclosure and compliance with statutory laws.
4. Compare balances with previous periods and preparation of variance analysis report.
5. Check if the provisions made are accurate and subsequent accounting entries passed are correct. Check if the provisions are authorised as per the Delegation of Authority Matrix.
6. Inaccurate update of accounts resulting in misstatement in financials.
7. Check the procedure for closure of books and accounts and ensure that the closures are done on timely basis.
8. Delay in closure leading to non availability of financials for review and Decision making. Ascertain delays in closure of books and ensure the reasons for the delay.
9. Check if the following are closed:
  - a. Ledger Accounts
  - b. P&L account
  - c. Balance Sheet
  - d. Cash Flow statement
  - e. Debtors ageing, Creditors ageing
  - g. Bank Reconciliation
  - h. Statutory remittances

**Documents** –

- a. Books of Accounts
- b. Subsidiary Ledgers
- c. Cash Book
- d. Annual Financial Statements
- e. Bank Reconciliation Statement
- f. Statutory remittances

## **Fund and Cash Management**

**Risk Listing** – Inadequate budget system and fund utilization

**Audit** –

Review the budget system and verify the following:

1. Budget is prepared and authorized on an annual basis
2. Expenditure incurred is verified with the budget and corrective actions are taken for deviations from the budget
3. Revised budget if any is authorized as per Delegation of power.
4. Inordinate deviations from the budget resulting in excess/short spending
5. Ensure if review of investments/bank balances, interest earned and identification of idle balances is being done .
6. Compare interest paid on credit obtained from banks vis-à-vis idle balances if any; and credit cycle (credit obtained from suppliers).
7. Inadequate funds Management resulting in idle funds and loss on idle funds

**Documents -**

- a) Annual Budget
- b) Annual Accounts
- c) Investment details
- d) Bank details and bank statements
- e) Interest details

**Stores and Purchases** –

**Risk Listing** – Inadequate Stores and Purchase System

**Audit -**

1. Determining the quantity to be purchased on the basis of trend of usage and determining EOQ.
2. Assessing the requirement of slow moving items with respect to their criticality.
3. Checking of the payment vouchers to suppliers
4. Checking of the purchase order /work order/registers.
5. Checking of requisition of material from feild offices.
6. Checking of the NIT and purchase order with the terms and condition of NIT
7. Checking of order placed with respect to the SPC report.
8. Checking of the materials received in the stores and their utilisation to weed out slow moving items



**Documents -**

- a) Purchase order register and files
- b) Indent receipt files
- c) Stock register
- d) Stores Receipt / Payment Vouchers

**Human Resources Process Review Checklist :**

**Risk Listing** – HR Plan not meeting the objectives of the company

**Audit -**

- 1. Understand the process of HR planning to verify that adequate steps are taken to ensure that the candidate requirement projected is justifiable.
- 2. Compare actual vis-à-vis the plan and check for major deviations, if any?
- 3. Verify if any action taken, which is deviating from the plan has got the approval of the
- 4. Concerned person as per the Delegation of Authority defined by the Company.
- 5. Positions recruited not adequately justified resulting in increasing HR Costs.
- 6. Check for requirements which are not properly authorized.
- 7. Number of persons recruited in excess/short thereby resulting in inadequate HR sizing.
- 8. Approval not assigned for deviations resulting in non compliance with policy and Inadequate control effectiveness

**Documents –**

- a) Annual HR Plan
- b) Actual recruitment records

**Recruitment Process**

**Risk Listing** – Selection of Candidates, not as per the requirements of the Company.

**Audit -**

- 1. Verify the process carried out for selection of the candidate. Ensure if it is in-house or outsourced to recruitment agency.

2. If it is outsourced to a recruitment agency verify if the process carried out for selection of the agency is done after proper evaluation
3. Check if the recruitment of the candidate is supported by documents, viz., resume, interview results, terms of employment, offer letter etc.
4. Ensure if the selection made is as per the requirement raised by checking the skills and qualifications required are met by the person selected
5. Ensure that the HR department has carried out the recruitment without any delay by comparing the date of request and date of recruitment
6. Check if adequate background verification has been done for the candidate selected. If the selection is through the recruitment agency, check if the agency has carried out adequate background check for the candidate selected
7. Check if the recruitment is authorized by the appropriate personnel.

**Documents –**

- a) Requisition form wherein the requirement of the candidate and the expectations are filled in Interview/Assessment form
- b) Candidate's resume
- c) Offer letter
- d) Recruitment policy and Operating Procedure.

**Induction –**

**Risk Listing –** Induction formalities not completed as per requirements.

**Audit -**

1. Check the personnel files and ensure if the induction formalities checklist is signed and completed on time.
2. Check if the new recruiter has been made aware of the key personnel policies of the company

**Documents –**

- a. Induction Checklist
- b. Policies/Code of conduct documents signed by the employees

**Attendance Management –**

**Risk Listing –** Inadequate procedures for monitoring attendance of the employees

## **Audit –**

1. Select sample of attendance register (manual/system generated) for a month and compare it with the leave records to ensure that the attendance captured is accurate
2. In case of leave as selected above, check if the leave has been sanctioned by the concerned personnel as defined in the Delegation of Authority.
3. Check if the leave records of the employees is complete with respect of updation of various types of leave (CL/SL/PL) and verify if the balance leave calculations done accurately.
4. Confirm that there is no possibility for modification of attendance/leave records and in case of modifications if any, are authorized by the relevant person.
5. If the attendance is captured using electronic devices, check the accuracy and authenticity by re-performance.

## **Documents –**

- a. Attendance Records
- b. Leave Records
- c. Service Book

## **Payroll Processing**

### **Risk Listing –Inadequate Segregation of Duty and Inaccurate Payroll Database**

## **Audit –**

1. Check that the person capturing the attendance and the person processing the payroll is different, to ensure adequate segregation of duty.
2. Compare the employee details as per the attendance register and employee details as per Payroll register and check for any dummy names in the payroll register
3. Obtain list of new joinees for the last three months and verify that in case of new joinees the date of updation of the entry in employee list is on the date as mentioned in the offer letter
4. Obtain list of resigned for the last three months and check if any names still appear in the payroll employee list
5. Obtain the salary details from the payroll register and select a sample of employees and check if the salary details updated are as per the offer letter

6. Obtain list of employees who have been transferred/promoted in the last three months and check if their salary details have been modified as per the transfer order/promotion letter
7. If the payroll processing is done by a software, repertory the calculation to ensure that the logic built in the software is correct
8. Check if the payroll calculations are authorized by the concerned person prior to transferring it for payment
9. Verify PF/ESI/Professional Tax deductions are in compliance with the prevailing Statutory Norms.

**Documents -**

- a. Attendance Records
- b. Leave Records
- c. Service Book
- d. List of new recruitees
- e. List of resigned employees

**Performance appraisal**

**Risk Listing** – Appraisal not aligned to performance

**Audit** –

1. Obtain the Key Performance Indicators (KPIs) defined for each role
2. Obtain the 360 degree appraisal sheets and check if the appraisal is done based on the KPIs defined
3. In case of non availability of standard KPIs, it should be ensured that appraisal is done in accordance with 360 degree appraisal and the scores given are adequately justified
4. Ensure that the appraisal records are kept safe and confidential. Check who are the authorized persons for handling the appraisal records and ensure that the records are not made available to anyone other than the authorized persons

**Documents -**

- a) Key performance indicators
- b) Performance Appraisal Report

## **Training and Development –**

**Risk Listing** – Increasing training costs without any observable output.

### **Audit -**

1. Obtain the list of training programs conducted during the past six months
2. Verify the attendance register capturing the training information and also check the training feedback forms
3. Enquire on the decisions taken based on training feedback forms
4. Check the supporting documents for the relevant training program (viz. food, location, trainer's cost etc) and ensure that the cost incurred is supported by the underlying documents
5. Check if the cost is within the training budget or approval is obtained in case of deviations if any

### **Documents –**

- a. Training Calendar for the financial year.
- b. Training Feedback
- c. Records of feedback implementation

## **Separation -**

**Risk Listing** - Inadequate Exit Formalities

### **Audit –**

1. Is exit happening according to exit policy of the company
2. Are exit interview documents available for all the employees who have resigned (Check in cases of resigned employees)
3. Check if the full and final settlement is done only after the employee has obtained a Clearance from all the concerned department. Check the full and final settlement form and ensure that it is authorized by all the concerned departments.

### **Documents –**

- a. Exit Policy
- b. Full and final settlement forms of resigned employees

## **Statutory compliances**

**Risk Analysis** – Statutory non-compliance leading to penalties, interests as well as prosecution.

### **Audit –**

1. List out the various Labour Acts applicable to the Company
2. List out the various returns and records to be filed and maintained by the Company
3. Check the records against the list to ensure that all the relevant records are being maintained and updated by the company
4. Check if the returns (PF/ESI) are filed within the applicable due date
5. Check if the remittances are made within the relevant due date

### **Documents –**

- a. Records maintained under various acts
- b. Copies of returns filed
- c. Remittances challans

## **Statutory Compliances Review Checklist**

Income Tax Act

Sales Tax Act/ Value Added Tax/ Central Sales Tax Act/GST Act.

Service tax

ESIC Act

Workmen's Compensation Act

Minimum Wages Act

Payment of Wages Act

Professional Tax

Payment of Gratuity Act

Contract Labour [Regulation and Abolition] Act

Any other relevant Act

## **Information Security Review Checklist**

**Risk Analysis** - Non definition of Security Policy in accordance with business requirements and relevant laws and regulations

### **Audit –**

- a. Enquire about Information security policy availability
- b. If exists ask for its last renewal and approval
- c. Ensure that the policy has been communicated to all employees and other third parties involved in aspects relating to information security in the organization
- d. Check if confidentiality agreement exists with employees and other third parties who have access to critical information in the organization
- e. Review the agreement and note the clauses of security. Ensure that clauses for legal recourse, in case of compromise of confidentiality is included in the agreement

### **Documents –**

- a. Information Security Policy
- b. Minutes of Meetings in which the policy is reviewed
- c. Confidentiality Agreements with employees and third parties

## Important Instructions to Professional Firms

### **(A) Instructions:**

- a. Format of Application must be completely filled in. Incomplete applications will be rejected out rightly.
- b. All EOIs will be evaluated on the basis of the documents furnished along with applications only. Any additional document received, after last date & time of receiving the EOIs as stipulated in the Notice Inviting EOIs, will not be entertained.
- c. Since, all the applications will be evaluated strictly on the basis of Eligibility Criteria please avoid attaching unsolicited information/ documents for processing applications expeditiously.
- d. All submitted documents should be signed by a Partner with his name and under the seal of the firm.
- e. Applications must be submitted under sealed cover superscripting EOI Notice No. & date and the words 'Application for Appointment as Internal Auditor for 2017-18,2018-19 & 2019-20' thereon. The name and address of the firm must also be indicated on the body of the envelope.
- f. Application may be submitted in person or by post/ courier to Finance Controller Jharkhand Bijli Vitran Nigam Limited Regd. Office:- Engineering Building, HEC, Dhurwa, Ranchi-834004 .However JBVNL does not take any responsibility for loss of application in transit. Applications sent through Telegram, Telex, Fax or E-mail will not be considered.
- g. Any application received after the stipulated date & time, due to any reason whatsoever, will be rejected out rightly.

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

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

- i. Registration certificate of the firm issued by the Institute of Chartered Accountants of India and/or Institute of Cost Accountants of India
- ii. Membership certificates of the Partners/ Audit Staff issued by the Institute of Chartered Accountants of India and/or Institute of Cost Accountants of India.
- iii. Copies of ITR for last three years, as a proof of average turnover
- iv. Copies of appointment letters/experience certificate for statutory audit/ internal audit/ in organizations as evidence of experience (*in cases, where the firm worked as Central/Joint Statutory Auditor, it should be clearly mentioned on the certificate/letter*)
- v. Copy of PAN Card.
- vi. Copy of Service Tax Registration.
- vii. A copy of complete EOI document duly signed and sealed as a token of acceptance of all terms and conditions.