

NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR ENGAGEMENT OF FIRMS OF
¹CHARTERED / COST ACCOUNTANTS FOR CONDUCTING INTERNAL AUDIT IN OPGC
LIMITED FOR THE FINANCIAL YEARS 2021-22 (FY22) AND 2022-23(FY23)

OPGC Limited, a Government of Odisha Undertaking, invites EOI from reputed Indian Chartered / Cost Accountants firms for empanelment as Internal Auditors for the FY22 and FY23. The format of application along with the selection criteria, annexure specifying the extent of coverage in areas, reporting requirements, terms of reference, list of units and locations etc. are available at www.opgc.co.in . The same can be downloaded from website. Firms may send their applications in the prescribed format (Annexure-A) under sealed cover to the General Manager (Finance), OPGC Limited, Fortune Towers, 7th Floor, Chandrasekharpur, Bhubaneswar 751023 so as to reach latest by 17.03.2021 up to 05.00 p.m.

¹ As defined under the Chartered Accountants Act, 1949/ Cost And Works Accountants Act, 1959 as amended from time to time.

Application form for Internal Audit Assignment

(Please strike off whichever is not applicable)

SN	Particulars	Details			
1.	Name of the firm (in Capital letters)				
	Address of the Head Office				
	Name and Membership No. of the Senior Partner ² , who shall issue/sign the Internal Audit report.				
	Telephone Number				
	E-mail address				
	PAN of the firm				
	GSTN				
2.	Firm Registration No. (As Issued by Institute of Chartered Accountants of India/ Institute of Cost Accountants of India)				
3.	Date of Incorporation (as per certificate issued by Institute).				
4.	Turnover of the Firm (Rs in lac)	FY20	FY19	FY18	Average
5.	Number of full Time Partners of the firm as on date of EOI having more than 2 years of post-qualification audit experience				
	Out of above, number of full Time Partners of the firm as on date of EOI working in Odisha (Please fill up Annexure-A1)				
6.	Number of qualified Chartered Accountants / Cost Accountants Employed with firm (Please fill up Annexure-A2)				
7.	Number of Semi-qualified Chartered Accountants / Cost Accountants and Article Assistants/Audit Staff. (Please fill up Annexure-A3)				
8.	³ Audit Experience of the Firm in last 5 years (i.e. FY16, FY17, FY18, FY19 and FY20)				
	Audit of Power Sector PSU				
	Audit of Power Sector Non-PSU				
	Audit of Other Sector PSU				
9.	Working Exposure in ERP ⁴ Environment (Please fill up Annexure-A4)				
10.	Name & Signature of senior partner of the firm with seal				

² Must be at least FCA/FCMA

³ Only Statutory Audits, Internal Audits and Cost Audits are to be considered.

⁴ Audit assignments conducted under ERP environments other than SAP are not required to be mentioned.

Firm's Name _____

Details of Full Time Partners of the Firm as on date of Tender⁵

(Please refer to Sl. No.5 of the application form at Annexure A)

SN	Name of the Partner	Membership No.	Whether Associate/ Fellow member	Date of joining the Firm as partner(Full time)	Whether working in Odisha (if yes since when)

(Name & Signature of Managing/ senior partner of the firm with seal)

⁵ Please attach a copy of the Membership certificate in support of above.

Firm's Name _____

Details of Qualified Chartered Accountants/Cost Accountants employed with the firm as on the date of EOI⁶
 (Please refer to Sl. No.6 of the application form **at Annexure A**)

SN	Name of the Qualified Person	Membership No.	Whether Associate/ Fellow member	Date of joining the Firm as Employee (Full time)	Auditing Experience in SAP environment (Mention Auditee and years of experience)

(Name & Signature of Managing/ senior partner of the firm with seal)

⁶ Please attach a copy of the Membership certificate in support of above.

Firm's Name _____

A. Details of Semi-Qualified Chartered Accountants/Cost Accountants employed with the firm as on the date of EOI.⁷

(Please refer to Sl. No.7 of the application form at Annexure A)

SN	Name of the Semi-Qualified person	Whether semi qualified in Cost/ Chartered Accountancy	Years of Auditing Experience	Date of joining the Firm as Employee (Full time)	Auditing Experience in SAP environment (Mention Auditee and years of experience)

B. Details of Audit Staffs employed with the firm as on the date of EOI.⁸

(Please refer to Sl. No.7 of the application form at Annexure A)

SN	Name of the Audit Staff	Qualification being studied or completed	Years of Auditing Experience	Date of joining the Firm as Employee (Full time)	Auditing Experience in SAP environment (Mention Auditee and years of experience)

(Name & Signature of Managing/ senior partner of the firm with seal)

⁷ Please attach a copy of the pass certificate in support of above.⁸ This is for information only, no marks earmarked for evaluation

Firm's Name _____

Please indicate name of the Companies during last 7 years in which the firm has experience in conducting audit in SAP ERP system (FI/CO, MM, PS, DMS and HR/Payroll module)

(Please refer to Sl. No.9 of the application form **at Annexure A**)

SN	Name of the Auditee	Turnover of the Auditee (Rs Cr)	Whether Power Sector (Yes/No)	Year of Audit	Type of Audit (Statutory/Internal)⁹

⁹ Only Statutory or Internal Audit are to be considered

TERMS OF REFERENCE OF INTERNAL AUDIT FOR OPGC.

Internal audit shall be conducted in 4(four) phases (Phase –I covering the period from April to June, Phase –II covering the period from July to September, Phase-III from October to December and Phase-IV from January to March). The commencement of Phase – I audit will be on/around 15th June and Phase –II will be on/around 15th September and so on. The reports for Phase –I to be submitted by 15th July and Phase II by 15th October and so on for other quarters.

1. AUDIT TEAM

The selected firms would have to deploy sufficient number of Chartered /Cost Accountants, semi-qualified persons and article assistants / Audit staff for reasonable duration of time for conducting and completion of the each Audit report. The Head of Finance of the units will coordinate with the Audit Team for smooth functioning of the audit. It should be ensured that the audit team is headed at all times by a Chartered / Cost Accountant with a team member having prior experience of auditing on the SAP-ERP platform. The senior partner of the firm will be required to attend quarterly Audit Committee meetings (generally held at Bhubaneswar) to brief the significant matters covered under Audit reports issued.

2. AUDIT REPORT

Internal Audit Reports should be divided into different paras, namely:

PARA- 1 IMPORTANT OBSERVATIONS, OBJECTIONS AND RESERVATIONS:

This para should contain the auditor's 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 from (with) policies, systems and procedures prescribed by OPGC and also non-compliance to any regulatory requirements. The observations should be arranged in self contained paras, preferably with suitable titles.

PARA – 2 onwards DETAILED REPORT:

These paras shall comprise auditor's detailed observations. However, non-compliance with the matters / areas identified in Para 1 of the report, should also be invariably detailed in these paras.

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 SAP system.
 - ii. A statement indicating the 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 Heads of units 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 Unit-wise reports are to be submitted in single hard copy for each phase of audit to the Corporate Internal Audit Department of OPGC at Bhubaneswar. Soft Copy of Internal Audit Report have also to be submitted in MS Excel/Word through email to the following ids.....

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 unit are as follows:

SN	Unit	Total Man-Days	Partner Man-Days	Proposed Fees for FY22(Rs) excluding GST
1	IbTPS- Unit 1 & 2	56	7	6,00,000
2	IbTPS- Unit 3& 4	84	10	
3	Corporate Office, Bhubaneswar	18	6	
4	MMHP Office, Bhubaneswar	4	2	
5	IFC Audit of the Company	28	7	

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:

One Partner: Economy class by Air / AC 1st Class by Rail

Others: AC 2 Tier

Boarding, Lodging and Local Transportation will be provided by the Company free of cost at the Ib TPS site. GST, as applicable, will be paid as per the relevant Laws.

4. PAYMENT OF AUDIT FEES

To be spelt out in the work order.

5. GENERAL TERMS AND CONDITIONS

- a. Top 5 (five) firms on the basis of marks obtained out of 70 (Seventy) marks shall be shortlisted and would be called for a presentation before the Audit Committee;
- b. Marks obtained in the presentation stage then would be added to the marks obtained in the above stage to finalise the total marks;
- c. Firm with the maximum mark at stage "b" above would be appointed as the Internal Auditor for the FY 22 and may be renewed for FY23;
- d. Firm with second highest marks would be appointed as IFC Auditor for FY22 and may be renewed for FY23;
- e. The Company reserves its right to accept or reject any application(s) without assigning any reasons thereof. The decision of the Company in this regard shall be final and binding upon the firms participating in the process;
- f. The Internal/IFC 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 OPGC 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;
- g. Assignment of work in subsequent year i.e. for FY23 may be made only subject to satisfactory performance;
- h. In case the Audit Firms, which have already acted as Internal Auditors/ Statutory Auditors/IFC Auditors in OPGC during last five financial years i.e FY 20,19,18,17 and FY16 shall not be considered for this EOI. It shall be the responsibility of such firms not to participate in the process;
- i. If progress/performance of the audit team is not found satisfactory, OPGC's management reserves the right to terminate the appointment of the Firm, without assigning any reason whatsoever;

- j. The Audit Firm will be debarred from getting, in future, any assignments in OPGC and its subsidiaries / JVs in the following cases:
 - i. 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.
 - ii. The Audit Firm is found to have sub-contracted the work.
 - iii. If the Firm does not take-up audit in terms of the appointment letter.
 - iv. If the Firm does not submit the Audit Report, complete in all respects in terms of the appointment.
- k. The venue of the Arbitration shall be Bhubaneswar & Bhubaneswar courts will have exclusive Jurisdiction

SELECTION CRITERIA (POINT ALLOCATION) FOR ENGAGEMENT OF AUDIT FIRMS WILL BE AS FOLLOWS:

Sn	Particulars		Maximum Marks
1.	Year of Existence (Minimum 10)		10
	10-15 Years(1 point for each year)	5	
	16 years and above (2 points for each year)	10	
2.	No. of Partners having Minimum 2 years experience Minimum (3 partner from Odisha) 2 points per partner over 3 partners		10
3.	Firm Experience in last 5 years		20
	Power Sector PSU(5 points per PSU)	15	
	Power Sector Non PSU(2.5 points per non PSU)	15	
	Other PSU(1 point per other PSU)	10	
4.	Staff Strength		
	Qualified staffs (Minimum 2), 2 points per person above 2		15
	Semi Qualified staffs (Minimum 4),1 point per person above 4		
5.	Working Exposure in ERP Environment ¹⁰ For each audited Company with ERP - 2 marks		10
6.	Average Turnover of the Firm (Last 3 years) Minimum Rs 30 lac, 1 point for every Rs 30 lac above minimum of Rs 30 Lac)		5
7.	Presentation on past performance, proposed planning etc for conducting Internal Audit assignments		30
8.	Total		100

¹⁰ Company's books of accounts are maintained in SAP ERP systems and OPGC has implemented various SAP modules i.e. FI/CO, MM, PS, DMS and HR/Payroll etc. Cost or Chartered Firms having relevant experience in auditing under SAP environment only will be considered. Auditing experience of accounts maintained under ERP systems other than SAP or Auding experience of accounts maintained without ERP wouldn't be taken in to consideration.