



**एन टी पी सी लिमिटेड**  
(भारत सरकार का उद्यम)  
**NTPC Limited**  
(A Govt. of India Enterprise)

केन्द्रीय कार्यालय/Corporate Centre

**NTPC LIMITED**  
**(A Govt. of India Undertaking)**

**NOTICE INVITING EXPRESSION OF INTEREST FOR EMPANELMENT OF FIRMS OF CHARTERED / COST ACCOUNTANTS FOR CONDUCTING INTERNAL AUDIT AND OTHER ASSIGNMENTS LIKE PHYSICAL VERIFICATION ETC IN NTPC LIMITED AND ITS JV/SUBSIDIARIES FOR THE FINANCIAL YEARS 2023-24, 2024-25, 2025-26 & 2026-27**

**CORRIGENDUM-1**

This is with reference to the earlier communication in the EOI no CCG-09 of empanelment of CA/CMA firms dated 01.03.2023 regarding download and submission of documents on NTPC website from 06.03.2023 to 15.03.2023. The last date of submission has been extended upto 31.03.2023. All other terms & conditions and documents to be submitted will remain same. **Offline applications will not be accepted.**

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**Notice No. CCG-09**

**Dated: 01.03.2023**

NTPC Limited, a Government of India Undertaking, invites expression of interest (EOI) from reputed Indian Chartered / Cost Accountants firms for empanelment for conducting Internal Audit and other assignments like Physical Verification etc in NTPC Ltd and it's JV/Subsidiaries for the financial years 2023-24, 2024-25, 2025-26 and 2026-27

The Notice Inviting Expression of Interest along with annexure on areas and extent of coverage, reporting requirements, terms of reference, list of units and locations, selection criteria, Instruction to applicants etc. are available at NTPC Vendor enlistment website <https://vendor.ntpc.co.in/enlistment> (EOI Notice No. CCG-09). The same can be downloaded and submitted on NTPC website - <https://ntpctender.ntpc.co.in/> from 06.03.2023 to 15.03.2023.

Any updates to the EOI Documents shall be hosted on NTPC website only. The interested firms / LLPs are requested to ensure that all updates are considered while submitting the EOI.

Application for EOI must be submitted online on the portal on or before 15.03.2023 through Link provided in [www.vendor.ntpc.co.in/enlistment](http://www.vendor.ntpc.co.in/enlistment). The portal will not allow submission of application beyond due date as specified. **Offline applications will not be accepted.**

Link for the said EOI is as under:

[https://vendor.ntpc.co.in/cs\\_enlistment\\_group](https://vendor.ntpc.co.in/cs_enlistment_group)

CCG No. is CCG-09 for this EOI

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एन.टी.पी.सी. लिमिटेड, एन.टी.पी.सी. भवन, ए-8, एन.टी.पी.सी. सेक्टर-24, एन.टी.पी.सी. पोस्ट बॉक्स नं. 13, नोडा-201301 (उ.प्र.) ENGINEERING OFFICE COMPLEX, Plot No. A-8A,

Sector-24, Post Box No.13, NOIDA-201301 (U.P.) / Tel.: 0120-4948000, 0120-2410333, 0120-2410801 / Fax: 0120-2410136, 0120-2410137 : एन.टी.पी.सी. भवन, एन.टी.पी.सी. भवन, एन.टी.पी.सी. रोड, 7, एन.टी.पी.सी. एन.टी.पी.सी. एन.टी.पी.सी. -110003 Regd. Office : NTPC Bhawan, Scope Complex, 7, Institutional Area, Lodhi Road, New Delhi-110003 / Tel: 011-24360100 / Fax:011-24361018. CIN:L40101DL1975GO1007966.E-mail:ntpccc@ntpc.co.in

**NTPC LIMITED**  
**(A Govt. of India Undertaking)**

**NOTICE INVITING EXPRESSION OF INTEREST FOR EMPANELMENT OF FIRMS OF CHARTERED / COST ACCOUNTANTS FOR CONDUCTING INTERNAL AUDIT AND OTHER ASSIGNMENTS LIKE PHYSICAL VERIFICATION ETC IN NTPC LIMITED AND ITS JV/SUBSIDIARIES FOR THE FINANCIAL YEARS 2023-24, 2024-25, 2025-26 & 2026-27**

**EOI Notice No. CCG-09**

NTPC is India's largest energy conglomerate with roots planted way back in 1975 to accelerate power development in India. Since then, it has established itself as the dominant power major with presence in the entire value chain of the power generation business. From fossil fuels it has forayed into generating electricity via hydro, nuclear and renewable energy sources. This foray will play a major role in lowering its carbon footprint by reducing green house gas emissions. To strengthen its core business, the corporation has diversified into the fields of consultancy, power trading, training of power professionals, rural electrification, ash utilisation and coal mining as well.

NTPC became a Maharatna company in May 2010. NTPC is ranked No. 2 Independent Power Producer(IPP) in Platts Top 250 Global Energy Company rankings. NTPC Limited produces around 361 billion units of electricity annually through its cluster of gas, coal, hydro and RE based power stations of more than 70 GW capacity spanning across the country. Further, NTPC plans a target capacity of 130 GW by 2032.

NTPC Limited has total income INR 1200 billion (16 billion USD). NTPC group achieved a net profit of INR 161.11 billion (2.15 billion USD) in the financial year 2021-22 and has been consistently paying dividends to its shareholders for the last 28 years.

NTPC Limited, a Government of India Undertaking, invites expression of interest (EOI) from reputed Indian Chartered / Cost Accountants firms for empanelment for conducting Internal Audit and other assignments like Physical Verification etc in NTPC Ltd and its JV/Subsidiaries for the financial years 2023-24, 2024-25, 2025-26 and 2026-27

Online applications are invited from eligible Vendors/Applicants for pan NTPC Empanelment of **“EMPANELMENT OF FIRMS OF CHARTERED / COST ACCOUNTANTS FOR CONDUCTING INTERNAL AUDIT AND OTHER ASSIGNMENTS LIKE PHYSICAL VERIFICATION ETC”** as per scope of work contained in detailed enlistment documents.

NTPC joint ventures and subsidiaries companies may also use the list of empanelled firms as per their internal systems and procedures.

This Empanelment shall be valid for four years (4 years) subject to terms & conditions. The following documents comprise the Empanelment Documents. Applicants are advised to read all the Empanelment Documents carefully prior to submission of their application:

- a) Notice Inviting Application (also referred as NIA)
- b) Empanelment Criteria
- c) Instructions To Applicants (also referred as ITA)

Eligible Vendors/Applicants may visit [www.vendor.ntpc.co.in/enlistment](http://www.vendor.ntpc.co.in/enlistment) to apply online for Empanelment. Brief Scope of work, Empanelment Criteria Standard Terms & Conditions etc. are available on the website. **Offline applications will not be accepted.**

**IMPORTANT DATES:**

<b>Event</b>	<b>Date</b>
<b>Start date for submitting applications</b>	<b>06/03/2023</b>
<b>Last date for receipt of completed application</b>	<b>15/03/2023</b>
<b>Date of extension</b>	<b>31/03/2023</b>

Applicants may raise their queries (if any) on or before the above-mentioned last date through email on following email addresses: [ravinderselwal@ntpc.co.in](mailto:ravinderselwal@ntpc.co.in) / [ikswami@ntpc.co.in](mailto:ikswami@ntpc.co.in)

Mr. Ravinder Selwal/Mr. Inder Kumar Swami

Mob:8005442445/7568511081

Registered Office: NTPC Bhawan, SCOPE Complex, 7, Institutional Area, Lodhi Road, New Delhi-110003. CIN: L40101DL1975GOI007966

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## FORMAT OF APPLICATION

1. Name of the Firm:
2. Registration No. of the Firm:
3. Date of Registration of the Firm:
4. No of year of establishment of Firm:
5. Details of Partners who are FCA/FCMA:

Sl No	Name of the Partner(s)	Membership No.	Qualification (FCA/FCMA)	Date of joining the firm as Partner	Supporting document
1.					(Form 18 of ICAI or Form M-5 of ICMAI needs to be submitted)
2.					
...					

6. Details of Partners who are ACA/ACMA:

Sl No	Name of the Partner(s)	Membership No.	Qualification (ACA/ACMA)	Date of joining the firm as Partner	Supporting document
1.					(Form 18 of ICAI or Form M- 5 of ICMAI needs to be submitted)
2.					
...					

7. Details of Branch Office(s) including HO:

S.No	HO/Branch	Address	Date of Establishment	Contact Person	Mobile number/other contact Nos.	E- mail ID
1.						
2.						
...						

8. Details of Partners/Qualified Assistants with CISA / ISA / DISSA / DISAC / Certification in Forensic Accounting and Fraud Prevention from ICAI/ICMAI:

Sl No	Name of the Partner(s)/Qualified Assistant	Members hip No.	Details of Certification course details - CISA / ISA / DISSA / DISAC / Certification in Forensic Accounting and Fraud Prevention	Date of joining the firm	Supporting document
1.					Relevant
2.					

...					Qualification Certificate
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9. Details of Qualified Assistants:

Sl. No.	Name of the Assistant	Membership No.	Qualification (CA/CMA)	Date of joining the firm as Qualified Assistant	Supporting document
1.					Relevant Qualification Certificate and proof of joining date
2.					
...					

10. Details of Semi-Qualified Assistants:

Sl. No.	Name of the Assistant	Whether CA-Inter /CMA-Inter	Date of joining the firm as a Semi-Qualified Assistant	Supporting document
1.				Relevant Qualification Certificate and proof of joining of Firm
2.				
....				

11. Details of Experience of firm in Power Generation Sector (including NTPC and its Power Generation JV/Subsidiaries) as Statutory / Internal /Cost Auditors from FY 2017-18 and onwards:

Sl. No.	Name of the Company/Unit	Turnover in Rs. Cr.(In case of Pvt Co only)	Year of Audit	Type of Audit Statutory / Internal / Cost Audit	Supporting doc
1.					Relevant experience certificate/email from company confirming work completion along with appointment letter
2.					
....					

12. Experience of firm as Statutory /Cost Auditors of NTPC Ltd from FY 2017-18 and onwards :

Sl. No.	Year of Audit	Type of Audit - Statutory / Cost Audit	Supporting document
1.			Relevant experience certificate/email from company confirming work completion along with appointment letter
2.			
....			

13. Details of Experience of firm in Physical Verification in Power Generation Sector of Store/Inventory/Fixed Asset from FY 2017-18 and onwards :

Sl. No.	Name of the Company/Unit	Turnover in Cr.(In case of Pvt Co only)	Year of Audit	Type of Physical Verification-Fixed Assets / Inventory	Supporting document

1.					Relevant experience certificate/email from company confirming work completion along with appointment letter
2.					
....					

14. Details of Experience of the Firm in CPSU (other than Power Generation Sector) as Statutory/ Internal Auditors from FY 2017-18 and onwards:

Sl. No.	Name of the Company/Unit	Year of Audit	Type of Audit whether Statutory / Internal Audit	Supporting document
1.				Relevant experience certificate/email from company confirming work completion
2.				
....				

15. Details of Experience of firm in conducting statutory/internal/cost audit in SAP environment from FY 2017-18 and onwards:

Sl. No.	Name of the Company /Unit	Turnover in Cr.(In case of Pvt Co only)	Year of Audit	Type of Audit – whether Statutory / Internal Audit/Cost Audit	Supporting document
1.					Relevant experience certificate/email from company confirming work completion in SAP environment
2.					
....					

16. PAN No. of the Firm:

17. GST Registration No. :

18. Whether ever associated with any of NTPC's Audit Assignments : YES/NO

19. Certificate

It is confirmed that all the requirements of the EOI documents have been complied with. We hereby confirm that all terms & conditions as specified in the EOI and annexures thereto have been accepted by us.

This is to certify that all the information given above are accurate and any misstatement will be liable for rejection of our participation in EOI and blacklisting by NTPC as per Company's procedures.

None of our partner(s) or qualified employee(s) is a partner in any other audit firm which is applying for the current empanelment in NTPC.

Signature of Partner with  
Name & Seal of the Audit Firm

Note: All the documents submitted should be signed by a Partner with his / her name and under the seal of the firm.



**Annexure – A**

**SELECTION CRITERIA (POINT ALLOCATION) FOR EVALUATION AND EOI RANKING OF AUDIT FIRMS:**

<b>SL. NO.</b>	<b>PARTICULARS</b>	<b>POINTS TO BE ALLOCATED</b>	<b>MAXIMUM POINTS</b>
	<b>A</b>	<b>B</b>	<b>C</b>
1.	No of Year of Establishment of the Firm	1 (one) point per full FY of existence	10 (ten)
2.	No. of Partners in the Firm who are FCA/FCMA and who have been with the applicant Firm for a minimum period of one year as on the date of application. (Form 18 of ICAI or Form M- 5 of ICMAI to be submitted)	3 (three) points for each Partner who is FCA / FCMA	12 (twelve)
	No. of Partners in the Firm who are ACA/ACMA and who have been with the applicant Firm for a minimum period of one year as on the date of application. (Form 18 of ICAI or Form M- 5 of ICMAI to be submitted)	2 (two) point for each Partner who is ACA / ACMA	
3.	Number of branch offices (Including head office)	1 (one) point per city	04 (Four)
4.	Number of partners/qualified assistants (Chartered/Cost Accountants) with CISA / ISA / DISSA / DISAC/ Certification in Forensic Accounting and Fraud Prevention from ICAI/ICMAI	2 (two) points per person	06 (Six)
5.	No. of Qualified Assistants (Chartered/Cost Accountants) employed with the Firm for a minimum period of one year as on the last date of application.	2 (two) points per Qualified Assistant	10 (Ten)
6.	No. of Semi-qualified Assistants (CA-Inter /Cost -Inter) employed with the Firm	1 (one) point per Semi-qualified assistant	08 (Eight)
7.	Experience of the Firm in Power Generation sector(including NTPC and its Power Generation JV/Subsidiaries) as Statutory/Internal/Cost Auditors (refer Sl. IV of note to Annexure A below)	3 (three) points per completed FY of Audit	15 (Fifteen)
8.	Experience of the Firm as Statutory/Cost Auditor of NTPC	1 (one) point per completed FY of Audit	5 (Five)
9.	Experience of the firm in Physical verification in Power Generation Sector of Store/Inventory/Fixed Asset(refer Sl. IV of note to Annexure A below)	1 (one) point per year of Audit	5 (Five)
10.	Experience of the Firm in CPSU (other than Power Generation Sector) as Statutory/ Internal Auditors	3 (three) points per completed FY of Audit	15 (Fifteen)
11.	Experience of firm in conducting statutory/internal/cost audit in SAP environment(refer Sl. IV of note to Annexure A below)	2 (Two) point per completed FY of audit.	10 (Ten)
	<b>Total Points</b>		<b>100 (One hundred)</b>

**Note to Annexure-A:**

I. Firms will be evaluated as below

1. Firms will be initially evaluated and shall be assigned **Total Points** based on valid submitted data of firm for each criterion as given in column A multiplied with Points per criteria as given in Column B for each of the 11 items of evaluation of **Annexure A**. (Total Points=Valid firm data in column A x points per criterion in column B).
2. Total Points assigned to each of the 11 items of evaluation shall be further restricted to **Maximum Points** as given in Column C to calculate **Evaluated Points** out of a maximum of **100 points**. Firms shall be Ranked (**EOI Ranking**) in the descending order of Total of **Evaluated Points**. **Illustration**

Sl. No.	Particulars	Points to be allocated	Firm A data	Total Points	Maximum Points	Evaluated Points	Firm B data	Total Points	Maximum Points	Evaluated Points
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D (CxB)</b>	<b>E</b>	<b>F (Lower of D or E)</b>	<b>G</b>	<b>H (GxB)</b>	<b>I</b>	<b>J (Lower of H or I)</b>
1.	No of Year of Establishment of the Firm	1 (one) point per full financial year of existence	12 years	12	10 (ten)	10	15 years	15	10 (ten)	10
2.	MMMM	2 (Two) point per XX	8XX	16	06 (six)	6	6XX	12	06 (six)	6
3	NNNN	1 (one) point per YY	6YY	6	8(Eight)	6	6YY	6	8(Eight)	6
...		....								
11	Ooooo			.....	.....	.....	.....	.....	.....	.....
.....	<b>Grand Total</b>			<b>109</b>	<b>100</b>	<b>84</b>		<b>104</b>	<b>100</b>	<b>84</b>

3. In case of tie of **Evaluated Points**

- (i) Firm having higher **Total Points** will be placed higher in **EOI Ranking**.  
e.g. In the above Illustration even though both Firm A and Firm B have same **Evaluated Points (84)**, Firm A shall be placed higher in **EOI Ranking** as **Total Points** of Firm A(109) are higher than **Total Points** of Firm B(104).
- (ii) In case of tie even after consideration as per point 3(i) above, firm with older registration date shall be placed higher in **EOI Ranking**.

- II. Experience from the Financial Year (FY) **2017-18** and onwards only shall be considered while carrying out evaluation for criteria at Sl. No. 7 to 11 above. **Cut Off date for consideration of FY is 31.03.2022.**
- III. Sl. No. 7 to 11 - Points for only one Financial Year's(FY) experience shall be awarded irrespective of the number of audits conducted during that particular Financial Year.
- IV. In cases where firm's experience is in private sector at Sl. 7,9 and 11 above, auditee entities with minimum turnover of Rs 500 Crores in the respective financial years starting from 2017-18 in which assignment was done, would only be considered.
- V. A total of 140 Firms are proposed to be empaneled.

- VI. Firms will be evaluated and shall be assigned points and Ranked (EOI Ranking) in the descending order as per the evaluation criteria mentioned above. Top 120 firms shall be considered for empanelment based on their EOI Ranking as per the evaluation criteria as mentioned in Annexure- A. In addition to 120 Firms empaneled above , a pool of 20 Firms will be developed who have never been associated before with NTPC so that fresh firms can be empaneled to widen the base. An undertaking to this effect that “They have never been associated with any of NTPC’s Audit Assignments” shall be taken from the Firms at the time of document submission against EOI. These 20 number of firms shall be empaneled with certain relaxed criteria by excluding clause regarding experience in NTPC as Statutory/Internal/Cost Auditor totaling 20 points as mentioned at Serial Number 7 and 8 of Annexure- A thus considering only 80 Maximum Points as against Maximum 100 points. These 20 firms shall be ranked as per evaluation criteria for EOI ranking.

**To Do List**

**(A) Instructions to Audit Firms:**

1. Format of Application must be completely filled in. Incomplete applications will be outrightly rejected.
2. Please ensure that date of opening of Registered Office, Branch Office(s), entrance dates of all Partners into the firm, date of joining firm as qualified & semi- qualified assistants are invariably indicated in the application.
3. Applications must be submitted online only.
4. All EOIs will be evaluated on the basis of the documents attached along with **online applications only. No hard copy to be sent.**
5. Since, all the applications will be evaluated strictly on the basis of Selection Criteria as per Annexure-A1 and note to Annexure-A1, please avoid attaching unsolicited information/ documents for processing applications expeditiously.
6. All the documents submitted should be signed by a Partner with his / her name and under the seal of the firm.
7. Any communication must be addressed to General Manager (Finance) - Internal Audit, NTPC Limited, Room No. 30, EOC Annexe Building, Plot A-8A, Sector 24, Noida – 201301.
8. Any online application received after the stipulated date & time, due to any reason whatsoever, will be rejected.

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

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

1. Latest registration certificate of the firm issued by ICAI/ICMAI w.r.t the information related to the year of establishment of Head Office, Branch Office(s), address(es), details of partners along-with their membership nos. etc. Particulars as indicated in the Certificate(s) will be treated as conclusive and used for the purpose of evaluation of EOIs.
2. Certificates of ISA/ CISA/DISAC/DISSA/ Forensic Accounting and Fraud Prevention from ICAI/ICMAI if any, issued by the respective Institutes.
3. Membership certificates of the qualified assistants issued by ICAI / ICMAI.

4. Certificates/ Mark sheets issued by the respective Institutes in evidence of qualification of semi- qualified assistants.
5. A declaration must be submitted by each audit firm that none of its partner(s) or qualified employee(s) is a partner in any other audit firm which is applying for the current empanelment in NTPC. Any EOI without such declaration in this regard shall be summarily rejected.
6. Copies of appointment letters for Statutory / Internal /Cost Audit /Physical verification along with work completion certificate/email as evidence of experience.
7. Copies of appointment letters and experience certificate/email from company confirming work completion in SAP environment
8. Firms with experience of Internal / Statutory / Cost Audit/ physical verification of power sector entities in private sector have to submit a certificate to the effect that the average annual turnover of the auditee for the relevant financial years is Rs 500 Crores or more along with self attested copies of published accounts showing turnover for the relevant years/ CIN and other relevant web links to verify the turnover or certificate giving year-wise turnover details for last three consecutive financial years starting from 2019-20 issued by the company.
9. Copy of PAN card.
10. Copy of GST Registration.
- 11. A copy of complete EOI document duly signed as a token of acceptance of all terms and conditions and along with seal of Firm to be attached online.**

**TERMS OF REFERENCE FOR EMPANELEMENT OF FIRMS OF CHARTERED / COST ACCOUNTANTS IN NTPC LTD**

The terms and conditions for conducting Internal Audit in NTPC and its Subsidiary Companies are detailed hereunder:

Internal audit shall be conducted in 2(two) phases (Phase –I covering the period from April to August and March of previous FY and Phase –II covering the period from September to February). The commencement of Phase – I audit will be on/around August and Phase –II will be on/around February and the reports for Phase –I & II are to be submitted by 20th October and 15th April respectively.

**1. AUDIT TEAM**

Auditors would deploy a suitable team for undertaking the audit, after a thorough perusal of the requirements of the appointment letter, terms & conditions contained therein and the Detailed Guidelines for Internal Audit, ensuring that the size of the audit team is commensurate with the size of the auditee unit and the volume of work involved.

The Head of the Unified Centre / Unit 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 Partner/Qualified Assistant with a team member having CISA / ISA / DISSA / DISAC /Certification in Forensic Accounting and Fraud Prevention and prior experience of auditing on the SAP platform.

**2. AUDIT REPORT**

The auditor should give a report at the end of each Phase as per the requirement of **Annexure - E**. In some of the identified Unified Centres Concurrent Audit shall be conducted and, in those centres, periodic reports like monthly/quarterly has to be submitted. Conducting, Reporting and Monitoring Internal Audit in NTPC is completely paperless and is done through Paperless initiative of NTPC-Project PRADIP. Guidelines for Internal Auditors are uploaded in PRADIP for Coal, Gas, Hydro, Solar, Coal Mine Projects etc for Internal Auditor's guidance. Report is also to be submitted by Auditor against those checklists/guidelines online.

**3. AUDIT FEE PER PHASE OF AUDIT AND TRAVELLING EXPENSES**

The reimbursement towards TA, local conveyance and accommodation will be as per NTPC TA Rules. For the purpose of eligibility for TA, local conveyance and accommodation,

1. Partners/Qualified Assistants of the Firm will be considered equivalent to DGM (E-7)
2. Others will be considered equivalent to Asst Manager (E-3)

Details of Audit fee for the year 2022-23 for reference are given in **Annexure - F**.

**4. PAYMENT OF AUDIT FEES**

Firms will be paid 50% of the Annual Audit fee after the completion of each Phase of audit. Such fee shall be released only after the submission of report for each phase. The bill should

be submitted to respective Unified Centres / units along with all supporting documents including Boarding passes in original in case of air travel.

## 5. GENERAL TERMS AND CONDITIONS

- i. Firms will be evaluated and shall be given points and Ranked (**EOI Ranking**) in the descending order as per the evaluation criteria mentioned in **Annexure-A1 and Note to Annexure-A1**. A total of **140 firms shall be considered for empanelment as detailed below**.
- ii. Firms will be evaluated and shall be assigned points and Ranked (EOI Ranking) in the descending order as per the evaluation criteria mentioned above. Top 120 firms shall be considered for empanelment based on their EOI Ranking as per the evaluation criteria as mentioned in Annexure- A. In addition to 120 Firms empaneled above, it is proposed to develop a pool of 20 Firms who have never been associated before with NTPC so that fresh firms can be empaneled to widen the base. An undertaking to this effect that "They have never been associated with any of NTPC's Audit Assignments" shall be taken from the Firms at the time of document submission against EOI. These 20 number of firms shall be empaneled with certain relaxed criteria by excluding clause regarding experience in NTPC as Statutory/Internal/Cost Auditor totaling 20 points as mentioned at Serial Number 7 and 8 of Annexure- A thus considering only 80 Maximum Points as against Maximum 100 points. These 20 firms shall be ranked as per evaluation criteria for EOI ranking.
- iii. This EOI is only for the purpose of empanelment of Firms and does not guarantee/assure allotment of Internal Audit/any other assignment in NTPC.
- iv. iv. The Company reserves its right to accept or reject any application(s) without assigning any reasons thereof. The decision of the Company for empanelment of Firms shall be final and binding upon the firms participating in the process of empanelment.
- v. Selection for allotment of Internal Audit in NTPC shall be based on the EOI ranking of the top eligible empanelled firms. Further allotment of Internal Work within top selected firm shall be on the basis of EOI Rank, with higher rank firm getting high value assignment. The firms which, as and when completing 4 years as Internal Auditor of NTPC, whether continuously or on broken year basis, reckoned from 2020-21, shall go into cooling period and shall not be further considered for allotment of Internal Audit in NTPC in current empanelment. Nevertheless, they will be considered for other assignments in NTPC and its JV/Subsidiaries.
- vi. Firms not allotted Internal Audit in NTPC shall be considered for other assignments in NTPC or its JV/Subsidiaries in order of their EOI Ranking in empanelment.
- vii. The Internal Auditor will ensure that the information obtained in respect of the working/operation of the unit is always maintained in strict confidence and secrecy, including after the completion of the assignment. All such information shall remain exclusive property of NTPC 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
- viii. On assignment of work in subsequent years after the first year, NTPC may rotate the Audit Firms from one unit to another within the Company.
- ix. In case the Audit Firms, which are already appointed as Internal Auditors, are subsequently appointed in NTPC or its subsidiaries/Joint Venture companies under any statute/legislature or under any other capacity, the appointment of such Firm as Internal Auditor shall be withdrawn, and a fresh appointment letter will be issued to one of the empanelled firms other than this firm. It shall be the responsibility of the firm to inform NTPC of any such appointment.

- x. If progress/performance of the audit firm is not found satisfactory, NTPC's management reserves the right to terminate the appointment of the Firm including non-assignment of work in subsequent years, without assigning any reason whatsoever.
- xi. The Audit Firm will be debarred from getting, in future, Internal Audit assignments in NTPC and its subsidiaries / JVs in the following cases :
  - a. If the Firm obtains the appointment based on misrepresentation of information / misstatement of facts at the time of submission of application/documents along with EOI.
  - b. The Audit Firm is found to have sub-contracted the work.
  - c. If the Firm does not take-up audit in terms of the appointment letter.
  - d. If the Firm does not submit the Audit Report, complete in all respects in terms of the appointment.
  - e. If the CA/CMA Firm is debarred by the respective Institute for any reason.



**MAJOR AREAS TO BE COVERED DURING THE INTERNAL AUDIT**

<b>SI No.</b>	<b>Scope Covered</b>
1	Capital and O&M Contracts and Procurement (Pre-award and execution) both at site and at Unified CPG Centers
2	Accounts including review of General Ledgers and Sub ledgers
3	Operations including Fuel.
4	Establishment accounts including HR master data, employee advances
5	Stores
6	Human Resources / Unified HR services
7	Township, Guest House, Hospital
8	Auto Base & Construction Equipment
9	Coal Mining
10	Loan Accounts including loan drawls, debt servicing
11	Invoicing & Debtors for sale of energy
12	Unified Treasury Functions/Unified VPGs
13	Invoicing & Debtors for consultancy contracts
14	Custom duty and Port Charges
15	Bonds and Investments.
16	Report on testing of effectiveness of Internal Controls. For this purpose, a separate checklist for testing the effectiveness of certain chosen controls has been included in the Guidelines for Internal Audit. The said checklist also details the process involved for conducting such tests. Auditors are required to complete the procedure outlined in the checklist and include their findings on such ICF testing in their report.
17	Internal auditors are also required to verify and comment upon the compliances of GST provisions by auditee units.

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

## **REPORTING REQUIREMENTS**

**Internal Audit Reports should be divided into Eighteen 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 NTPC. Any non-compliance with the matters/areas specified in the Guidelines for Internal Audit (to be provided at the time of appointment) should also be identified here. The observations should be arranged in selfcontained paras, preferably with suitable titles.

### **PARA – 2 to 17 DETAILED REPORT:**

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

### **PARA – 18 REPORT ON TESTING OF EFFECTIVENESS OF INTERNAL CONTROLS:**

An element of risk-based auditing has been made a part of the scope of Internal Audit. This has been done by the inclusion of a checklist w.r.t the Internal Control Framework in vogue in NTPC. For this purpose, a separate checklist for testing the effectiveness of certain chosen controls have been included in the Guidelines for Internal Audit which will be issued along with the appointment letter. The said checklist also details the process involved for conducting such tests. Auditors are required to complete the procedure outlined in the checklist and include their findings in this para.

### **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 unified Centre / 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 considering 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 NTPC at NOIDA. Soft Copy of Internal Audit Report have also to be submitted in MS Excel through email to the email ids mentioned at the time of appointment.
- (e) The concept of paperless office (PRADIP), has been implemented in NTPC hence contents of Internal Audit Report have also to be reported in Financial Audit – Internal Audit module of PRADIP platform of NTPC. A familiarisation training programme will be organised by NTPC for PRADIP system before start of the audit.
- (f) In some of the identified Unified Centres Concurrent Audit shall be conducted, and in those centres, periodic reports like monthly/quarterly must be submitted. Conducting, Reporting and Monitoring Internal Audit in NTPC is completely paperless and is done through Paperless initiative of NTPC-Project PRADIP. Guidelines/Checklists for Internal Auditors are uploaded in PRADIP for Coal, Gas, Hydro, Solar, Coal Mine Projects etc for Internal Auditor's guidance. Report is also to be submitted by Auditor against those checklists/guidelines online.

**List of Unified Centres, Units and tentative Audit Fees for Internal Audit**

<b>S.No</b>	<b>Description of Area</b>	<b>Approved Fees of 2022-23 (Rs.) per Firm</b>	<b>Co-ordinating Unified Centre</b>	<b>Approved No of Firms2022-23</b>
<b>SLAB-1</b>				
1	Audit of Allotted Units and submitting Business Area wise report along with Project/Station visit for verifying Site related activities	475000	Unified Site and Accounts Group-Faridabad	10
<b>SLAB-2</b>				
2	Audit of Units and submitting Business Area wise report with No Project/Station visit	380000	Unified Site and Accounts Group-Faridabad	1
3	Audit of Vendor Payments	380000	Vendor Payment Group at Simhadri and Kawas	9
4	Audit of Procurement	380000	Central Procurement Groups at CPG-1Raipur, CPG-2Sipat, CPG-3-Simhadri	6
5	Audit of Fuel Payment	380000	Unified Fuel Payment GroupDadri	2
6	Audit of Employee Payment	380000	Unified Employee Payment-Dadri and Central Payroll Team-Noida	1
7	Coal Mining	380000	Shared Service Centre-Coal Mine	2
8	Commercial; Billing	380000	Centralised BillingNoida	1
9	Scope, EOC, Consultancy, NETRA, PMI	380000	CC-Accounts-Scope	1
<b>SLAB-3</b>				

10	Procurement – Corporate	190000	CPG-CC-Noida	1
11	HR Services	190000	HR Unified Service Mauda	1

**Proposed Fees during the Period of Empanelment.**

<b>S.No</b>	<b>Slab</b>	<b>Approved Fees 2022-23</b>	<b>Proposed Fees 2023-24</b>	<b>Proposed Fees 2024-25</b>	<b>Proposed Fees 2025-26</b>	<b>Proposed Fees 2026-27</b>
1	Slab-1	475000	499000	524000	551000	579000
2	Slab-2	380000	399000	419000	440000	462000
3	Slab-3	190000	200000	210000	221000	233000

Taking base of 2022-23 fees, an increase of 5% every year from the previous year fees rounded off to next thousand rupees w.e.f. 2023-24 to 2026-27 is proposed for the period of empanelment.

The concept of Unified Shared Service Centre has been implemented in NTPC wherein the functions of Finance & Accounts, Contracts, HR etc are Centralised at one unit for NTPC as a whole, hence, the audit of one Unified Centre shall be allotted to one or more firms.

The reimbursement towards TA, local conveyance and accommodation will be extra as per NTPC TA Rules. For the purpose of eligibility for TA, local conveyance and accommodation,

1. Partners/Qualified Assistants of the Firm will be considered equivalent to DGM (E-7)
2. Others will be considered equivalent to Asst Manager (E-3)

**EMPANELMENT OF FIRMS OF CHARTERED / COST ACCOUNTANTS FOR CONDUCTING INTERNAL AUDIT AND OTHER ASSIGNMENTS LIKE PHYSICAL VERIFICATION ETC IN NTPC LIMITED AND ITS JV/SUBSIDIARIES FOR THE FINANCIAL YEARS 2023-24, 2024-25, 2025-26 & 2026-27**

DOCUMENT NO. :

**FORM OF ACCEPTANCE OF FRAUD PREVENTION POLICY**

**Applicant's Name & Address:**

.....  
.....

To,

NTPC Ltd.,

Scope Complex, 7 Institutional  
Area,

Lodhi Road, New Delhi-110003

We have read the contents of the **Fraud Prevention Policy of NTPC** displayed on its tender website <http://www.ntpctender.com> and undertake that we along with our associate/collaborator/subcontractors/sub-vendors/consultants/service providers shall strictly abide by the provisions of the Fraud Prevention Policy of NTPC. Yours faithfully

Signature .....  
Printed Name of authorised  
person.....  
Designation.....  
Date and Place.....

Seal of firm

**EMPANELMENT OF FIRMS OF CHARTERED / COST ACCOUNTANTS FOR CONDUCTING INTERNAL AUDIT AND OTHER ASSIGNMENTS LIKE PHYSICAL VERIFICATION ETC IN NTPC LIMITED AND ITS JV/SUBSIDIARIES FOR THE FINANCIAL YEARS 2023-24, 2024-25, 2025-26 & 2026-27**

DOCUMENT NO. :

**FORM OF ACCEPTANCE OF BANNING POLICY OF NTPC**

**Applicant's Name & Address:**

.....  
.....

To,  
NTPC Ltd.,  
Scope Complex, 7 Institutional  
Area,  
Lodhi Road, New Delhi-110003

- (1) We have read the contents of the **Withholding and Banning Policy of NTPC** displayed on its tender website <http://www.ntpctender.com> and agree to abide by this policy. Further, in terms of requirement under Banning policy we hereby declare the following:
- a) We have not been Banned/Blacklisted as on date of submission of bid by Ministry of Power or Government of India.
  - b) We have not employed any public servant dismissed/removed or person convicted for an offence involving corruption or abetment of such offences.
  - c) Our Director(s)/Owner(s)/Proprietor/Partner(s) have not been convicted by any court of law for offences involving corrupt and fraudulent practices including moral turpitude in relation to business dealings with Government of India or NTPC or NTPC's group companies during the last five years.
- (2) We further declare as under:  
that if at any point subsequent to award of Contract, the declarations given above are found to be incorrect, NTPC Limited shall have the full right to terminate the Contract and take any action as per applicable laws for breach of contract including forfeiture of Bid Security/Performance Bank Guarantee.

Yours faithfully,

Signature .....  
Printed Name of authorised  
person.....  
Designation.....  
Date and Place.....

Seal of firm

**EMPANELMENT OF FIRMS OF CHARTERED / COST ACCOUNTANTS FOR CONDUCTING INTERNAL AUDIT AND OTHER ASSIGNMENTS LIKE PHYSICAL VERIFICATION ETC IN NTPC LIMITED AND ITS JV/SUBSIDIARIES FOR THE FINANCIAL YEARS 2023-24, 2024-25, 2025-26 & 2026-27**

**CONFIDENTIALITY UNDERTAKING**

**Applicant's Name & Address:**

.....  
.....

To,  
NTPC Ltd.,  
Scope Complex, 7 Institutional  
Area,  
Lodhi Road, New Delhi-110003

**NTPC Ltd (A Government of India Enterprise)** with its principal office at Core 7, SCOPE Complex, 7 Institutional Area, Lodhi Road, New Delhi (the company), is willing to make available to **M/s...(.....agencies name.....)**..... **with its office at.....**subject to the terms of this Confidentiality Undertaking (the Undertaking), certain non-public information for the purpose of assignment of work under empanelment of the company and its Subsidiaries and Joint Venture companies.

Any such information received by (**.....agencies name.....**) in this manner is referred to in this undertaking as the "Information".

The Information will be deemed to be confidential. Unless otherwise agreed to by the Company in writing, **M/s.....(.....agencies name.....)**..... will hold the information in confidence and will not divulge or disclose the Information, or make the information available to any person or entity, other than employees working on behalf of **M/s ....(.....agencies name.....)**.....

**Ms/.....(.....agencies name.....)**.... will make appropriate arrangements to ensure that any such individual will be covered by provisions of this Undertaking.

**M/s.....(.....agencies name.....)**.....will not use the information for any purpose other than the purpose of assignment of work under empanelment of the company and its Subsidiaries and Joint Venture companies.

This undertaking will not apply to any information or material:

- a) Which is in the public domain without any breach of the Undertaking
- b) Which is already in **M/s...(.....agencies name.....)**.....possession as at the date of this Undertaking

This undertaking shall be governed by and construed in accordance with the laws of India.

Yours faithfully,

Signature .....

Printed Name of authorised  
person.....

Designation.....

Date and Place.....

Seal of firm



## Instructions to CA/CMA firms for filling up the EOI application

### **How to create log on and Fill the application**

Step1- Open <https://vendor.ntpc.co.in/enlistment>

Step2- On home page go to Vendor category and click on Internal Audit

Step3- Read QR-SOW of CCG-09 (EOI of CA/CMA firms for Internal Audit evaluation criteria)  
to See the instructions to bidders for filling the application

Step4- Create new log in for filling up the EOI application

Step5- After login Fill General Information

Step6- Fill Financial Information of the Firm

Review- Please make sure CCG-09 “EOI of CA/CMA firms for Internal Audit” is selected at review/update step. Click continue tab after reviewing at this step

Step7- Fill QR related information and attach supporting documents along with the figures in response field

Step8 -while filling the form, fill only the integers in Response field. Fraction of Financial Year will be not evaluated while evaluating response field figures.

Step9- Read and accept the declaration and **copy of complete EOI document duly signed (Physically/Digitally) as a token of acceptance of all terms and conditions and along with seal of Firm to be attached online** and submit the EOI application.



HELP MANUAL  
FOR SUBMISSION OF EOI OF  
CA/CMA FIRMS FOR INTERNAL  
AUDIT (CCG-09)

Visit site <https://vendor.ntpc.co.in/enlistment> and click on “continue with the website”.

The screenshot shows a web browser window with the URL [vendor.ntpc.co.in/enlistment](https://vendor.ntpc.co.in/enlistment). The page features the NTPC logo and navigation menus. A modal window is displayed with the following content:

**NTPC VENDOR ENLISTMENT/MSE REGISTRATION THRU A SINGLE WINDOW**

The MSE Registration application consists of the following forms:

1. General Info form
2. MSE Material Review/Update form
3. Technical Info form
4. Works Info form

Application submission: For all items selected, after filling in the technical info & works info the application is submitted. Acknowledgement of application submission is sent to the email provided in the New Login Creation for MSE Registration form.

All applicants and enlisted vendors may note that NTPC may issue NITs for Rate Contract to enlisted vendors from Corporate/Regional Office, Power Stations/Project as and when required without further resorting to open tendering

At the bottom of the modal, there are two buttons: "Exit" and "Continue with the Website". The "Continue with the Website" button is circled in blue.

On home page, go to tab 'Vendor category' and click on Internal Audit

The screenshot shows the NTPC website interface. At the top, there is a navigation bar with the NTPC logo and the text 'एनटीपीसी NTPC A Maharashtra Company'. The main navigation menu includes 'About NTPC', 'Vendor Category', 'Policy Documents', 'Formats', 'Reference Documents', 'Contact Us', and 'MSE Vendor Meet'. The 'Vendor Category' dropdown menu is open, showing options: 'Internal Audit', 'Micro/Small', 'Startup', 'Enlistment-Materials', 'Enlistment-Services', and 'Enlistment Consultancy Packages'. A blue arrow points to the 'Internal Audit' option. The main content area features a large blue 'NOTICE' banner. Below the banner, the text reads: 'INVITING EXPRESSION OF INTEREST FOR EMPANELMENT OF FIRMS OF CHARTERED / COST ACCOUNTANTS FOR CONDUCTING INTERNAL AUDIT AND OTHER ASSIGNMENTS LIKE PHYSICAL VERIFICATION ETC IN NTPC LIMITED AND ITS JV/SUBSIDIARIES FOR THE FINANCIAL YEARS 2023-24, 2024-25, 2025-26 & 2026-27'. The start date is '06.03.2023' and the end date is '15.03.2023'. On the right side, there is a 'LOGIN' form with fields for 'USER ID' (3000429), 'PASSWORD', 'SECURITY CODE' (V22E), and 'REGION NAME' (CS). There are 'SUBMIT' and 'CREATE LOGIN' buttons, and a 'Forgot Password?' link. The footer contains a home icon and links for 'About NTPC', 'Enlistment Category', 'Policy Documents', 'Formats', 'Reference Documents', 'Contact Us', and 'FAQ'.

Click on hyperlink given in the row “CCG No. 09-EOI of CA/CMA firms for Internal Audit”

cs\_enlistment\_group x +  
← → https://vendor.ntpc.co.in/cs\_enlistment\_group

**एनटीपीसी**  
**NTPC**  
A Maharatna Company

Home | FAQ | Debarred Vendors | Help | A |


About NTPC Vendor Category Policy Documents Formats Reference Documents Contact Us MSE Vendor Meet

Home >  
CCG (The Packages given below are the group of Services called CCG.)  
Applications are being called for enlistment where status is Open

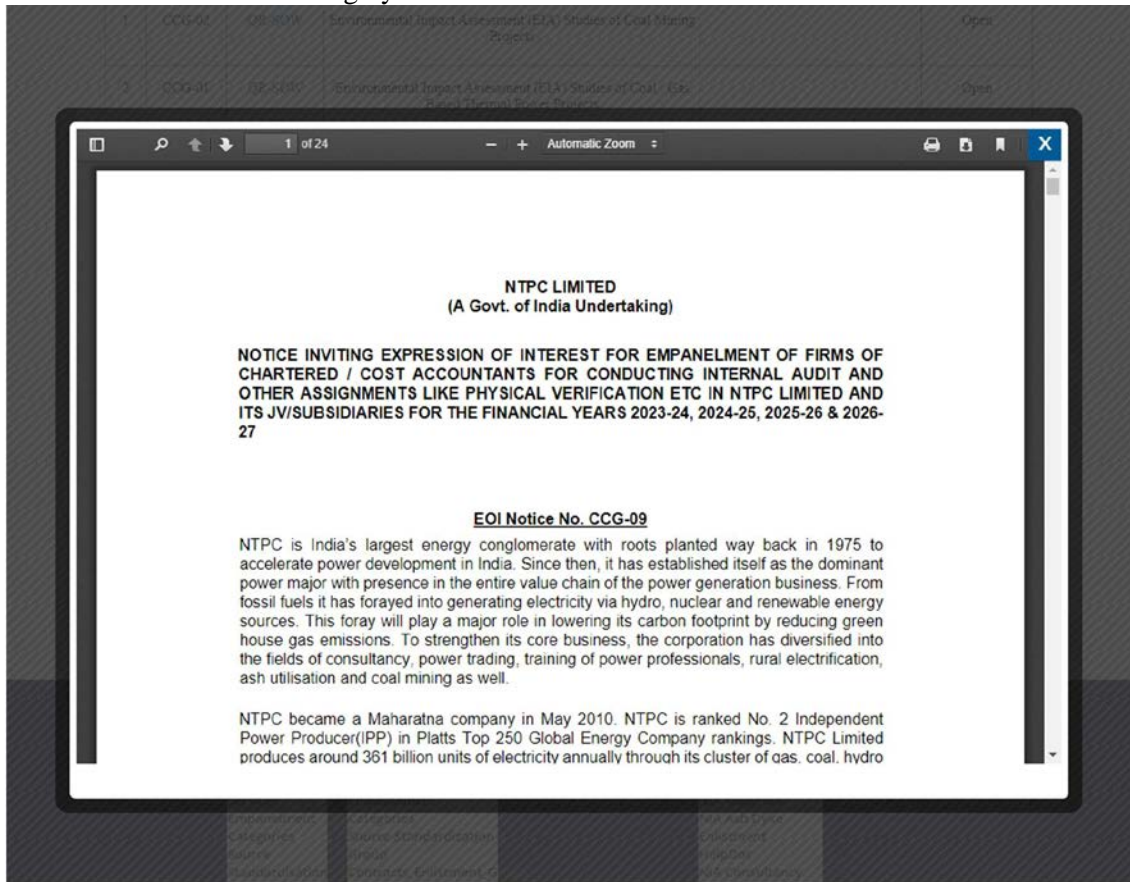
QR-SOW - (Qualifying Requirements and Brief Scope of Works)

Search this list

Sl No	CCG No	QR-SOW	Package Name	Responsibility	Status
1	CCG-02	QR-SOW	Environmental Impact Assessment (EIA) Studies of Coal Mining Projects		Open
2	CCG-01	QR-SOW	Environmental Impact Assessment (EIA) Studies of Coal / Gas Based Thermal Power Projects		Open
3	CCG-03	QR-SOW	Construction of Geopolymer Concrete Road at NTPC Projects Stations(Category -1)		Open
4	CCG-04	QR-SOW	Construction of Geopolymer Concrete Road at NTPC Projects Stations(Category-2)		Open
5	CCG-05	QR-SOW	Preliminary and Detailed Geotechnical Investigations for Thermal Power Projects		Open
6	CCG-06	QR-SOW	FINANCE GROUP / AUDIT SERVICES (COST AUDIT)		Open
7	CCG-07	QR-SOW	SSCM Questionnaire		Open
8	CCG-08	QR-SOW	DOMESTIC RLNG SUPPLIERS FOR PROCUREMENT OF SPOT RLNG		Open
9	CCG-09	QR-SOW	EOI of CA CMA firms for Internal Audit	<a href="#">RAVINDER SELWAL</a> <a href="#">INDER KUMAR SWAMI</a>	Open



Please download detailed terms of EOI already opened after clicking. Please go through the detailed terms of EOI thoroughly.



To fill the EOI, you need to create login on NTPC Vendor enlistment website  
For this, visit <https://vendor.ntpc.co.in/enlistment> and Click on “create login”

Screenshot of first page

The screenshot shows the NTPC Vendor Enlistment website. The browser address bar displays <https://vendor.ntpc.co.in/enlistment#>. The website header includes the NTPC logo and navigation links: Home, FAQ, Debarred Vendors, Help, About NTPC, Vendor Category, Policy Documents, Formats, Reference Documents, Contact Us, and MSE Vendor Meet. The main content area is divided into three sections:

- Welcome to Central Procurement Cell:** Vendor Enlistment for Materials & Services, Registration of Micros/Small Enterprises(MSE) for Materials group. The site is best viewed using Mozilla Firefox or Google Chrome. A sidebar menu lists: Vendor Payment Portal, Updating GST details, MSE Registration, and Vendor Enlistment Other. A note states: "All applicants and enlisted vendors may note that NTPC may issue NTIs for Rate Contract to enlisted vendors from Corporate/Regional Office, Power Stations/Project as and when required without further resorting to open tendering. Keep checking this space for further announcements / additional materials or services".
- NOTICE:** The end date for submission of applications for enlistment in Tranche-6 at NTPC Ltd has been extended up to **31.12.2022**.
- LOGIN:** A form with fields for USER ID, PASSWORD, SECURITY CODE (with an A836 QR code), and REGION NAME (set to CS). Buttons for SUBMIT and CREATE LOGIN are present. A "Forgot Password?" link is also visible. A blue arrow points to the "CREATE LOGIN" button.

In the next page, Check radio button on the right top corner and click on apply button


**Category Selection** X

Applying For Consultancy Packages / Finance Audit Services ? ➔

APPLY




Tick check box option in the row “EOI OF CA/CMA FIRMS FOR INTERNAL AUDIT (CCG-09)” and click on “continue” button at the bottom right.



Home | [FAQ](#) | [Debarred Vendors](#) | [Help](#) | [\[A\]](#) | [\[Y\]](#)

[About NTPC](#) | [Vendor Category](#) | [Policy Documents](#) | [Formats](#) | [Reference Documents](#) | [Contact Us](#) | [MSE Vendor Meet](#)

A Maharashtra Company



Home > New Login Creation

### Select Work Packages for Enlistment

The Works Packages given below are the group of Services called Contracts Enlistment Group(CEG/CSG).

You can select one or more Works Packages from list given below. To view Qualifying Requirements and Brief Scope of Work of the Packages, click on the respective Works Packages.

Search within Package Name/CEG N.

S. NO.	PACKAGE NAME	CEG NO.	RESPONSIBILITY CENTRE
<input type="checkbox"/>	1. ENVIRONMENTAL IMPACT ASSESSMENT (EIA) STUDIES OF COAL / GAS BASED THERMAL POWER PROJECTS	CCG-01	CS
<input type="checkbox"/>	2. ENVIRONMENTAL IMPACT ASSESSMENT (EIA) STUDIES OF COAL MINING PROJECTS	CCG-02	CS
<input type="checkbox"/>	3. CONSTRUCTION OF GEOPOLYMER CONCRETE ROAD AT NTPC PROJECTS/STATIONS(CATEGORY-1)	CCG-03	CS
<input type="checkbox"/>	4. CONSTRUCTION OF GEOPOLYMER CONCRETE ROAD AT NTPC PROJECTS/STATIONS(CATEGORY-2)	CCG-04	CS
<input type="checkbox"/>	5. ENVIRONMENTAL IMPACT ASSESSMENT (EIA) STUDIES OF COAL / GAS BASED THERMAL POWER PROJECTS	CCG-01	CS
<input type="checkbox"/>	6. PRELIMINARY AND DETAILED GEOTECHNICAL INVESTIGATIONS FOR THERMAL POWER PROJECTS	CCG-05	CS
<input type="checkbox"/>	7. FINANCE GROUP / AUDIT SERVICES (COST AUDIT)	CCG-06	CS
<input type="checkbox"/>	8. SSCM QUESTIONNAIRE	CCG-07	CS
<input type="checkbox"/>	9. DOMESTIC RLNG SUPPLIERS FOR PROCUREMENT OF SPOT RLNG	CCG-08	CS
<input type="checkbox"/>	10. EOI OF CA/CMA FIRMS FOR INTERNAL AUDIT	CCG-09	CS

If your Works Packages is not appearing in this list, please do not proceed further at this stage and keep visiting this website for additional Works Packages.


[CONTINUE >](#)

[MOVE TO TOP](#)


Create login through filling all necessary details and also upload all required documents at this step.

[Home >](#)

Note: Only PDF format is acceptable \* Mandatory Fields

 Input details once saved cannot be changed. Furnishing false Information will lead to rejection of application for enlistment

**All Documents must be signed and stamped preferably digitally by the authorised person before upload**

Name of the Company / Organisation *	<input type="text" value="Enter Organisation Name"/>		
PAN No *	<input type="text" value="Enter PAN No."/>	<input type="button" value="Choose File"/>	
Communication Address *	<input type="text" value="Enter Street/City Address"/>		
Email ID*	<input type="text" value="example@domain.com"/>	Phone No.	<input type="text" value="Max 13 digit phone no. only"/>
Country *	<input type="text" value="India"/> 	State/Region*	<input type="text" value="Select State/Region"/>
City *	<input type="text" value="Enter City"/>	Pin Code*	<input type="text" value="6 digit pincode only"/>
Contact Person*	<input type="text" value="Enter Name"/>	Mobile No.*	<input type="text" value="91"/> <input type="text" value="10 digit mobile no. only"/>
Alt Email ID	<input type="text" value="example@domain.com"/>	Alt Mobile No.	<input type="text" value="Max 13 digit phone no. only"/>
NTPC Vendor Code (If Any)	<input type="text" value="7 digit numeric vendor code only"/>		
NTPC GepNIC ID *	<input type="text" value="example@domain.com if you happen to have more than one GepNIC ID (Govt e proc portal NIC) id enter these separated by commas"/>		<input type="button" value="Choose File"/>

How to Create GepNIC Id And GepNIC profile

---

- The Company agrees with the [Standard Terms & Conditions](#) for respective enlistment group
- The Company agrees with the [Fraud Prevention Policy](#) as set by NTPC as it appears on this website.
- The Company agrees with the [Banning Policy](#) as set by NTPC as it appears on this website.
- The Company understands that in the event any information being provided to NTPC is found false at any stage the

Login with Login credential received in mail ID provided after successful vendor registration  
<https://vendor.ntpc.co.in/enlistment>

The screenshot displays the vendor portal interface. On the left, a navigation menu includes 'Vendor Category', 'Policy Documents', 'Formats', 'Reference Documents', 'Contact Us', and 'MSE Vendor Meet'. The main content area is split into two sections. The left section features a blue 'NOTICE' header and text stating: 'The end date for submission of applications for enlistment in Tranche-6 at NTPC Ltd has been extended up to 31.12.2022'. The right section is a 'LOGIN' form with fields for 'USER ID', 'PASSWORD', 'SECURITY CODE' (with a CAPTCHA image showing '6Qs2'), and 'REGION NAME' (set to 'CS'). Below the form are 'SUBMIT' and 'CREATE LOGIN' buttons, and a 'Forgot Password?' link. A blue arrow points to the 'SUBMIT' button.

After Login, Click on (+) sign of “Step 1- General Information”. Fill up the all necessary details and upload all required documents.

After filling up required information and attaching relevant documents, always click on save and continue option.

Hi... VAAKA dummy akansha [3000429] Profile SSCM Questionnaire Certificate Logout Home | FAQ | Debarred vendors | Help | A\*

**एनटीपीसी NTPC** About NTPC Vendor Category Policy Documents Formats Reference Documents Contact Us MSE Vendor Meet

Home 44 > Apply for Vendor Enlistment > Technical Information Note: Only PDF format is acceptable | \*Mandatory field.  
Change Region: **Update GST**

- Step 1 - General Information
- Step 2 - Financial Information
- MEG Review / Update
- Step 3 - QR Related Information
- Step 4 - Additional Information

---

**Step 1 - General Information**

**All Documents must be signed and stamped preferably digitally by the authorised person before upload**

Authorized Signatory*	444555	
Mobile No *	9855482245	
PF No	123456	View Delete
Permanent Account No *	AABCK5150B	View
GSTIN	21AABCK5150B1Z1	View Delete
Date of Incorporation *	2012 May 14	View Delete
MSME/SSI/NSIC Regn No	Small 3434545	View Delete
Type of Company *	Private Limited	
Letter of Undertaking *		View Delete
Power of Attorney *		View Delete
<input checked="" type="checkbox"/> ISO9001	434434	View Delete
<input type="checkbox"/> ISO14000	ISO14000 Number	Choose File
<input type="checkbox"/> ISO18000	ISO1800 Number	Choose File
<input type="checkbox"/> SA8000	SA800 Number	Choose File

Has there been any Change of Entity of the Organisation such as Merger, Aquisition, Change of Ownership, etc.? If Yes please furnish details  Yes  No

**SAVE AND CONTINUE** **NEXT 3000429-CS-703-CS->**

**Step 2-** Fill up all Financial Information. And click on save and continue.

Step 1 - General Information

Step 2 - Financial Information

All Documents must be signed and stamped preferably digitally by the authorised person before upload CS  
All Monetary figures in INR or Equivalent FOREIGN Currency as Applicable !

SELECTED CURRENCY INR

Financial Year	Turnover	Profit / Loss	Profit/Loss	Balance Sheet
For year1* <input type="checkbox"/> <span style="border: 1px solid black; padding: 2px;">2020-2021</span>	<span style="border: 1px solid black; padding: 2px;">4556445</span>	<span style="border: 1px solid black; padding: 2px;">Profit</span>	<span style="border: 1px solid black; padding: 2px;">544545</span> <a href="#">View</a> <a href="#">Delete</a>	<a href="#">View</a> <a href="#">Delete</a>
For year2 <input checked="" type="checkbox"/> <span style="border: 1px solid black; padding: 2px;">2019-2020</span>	<span style="border: 1px solid black; padding: 2px;">5454</span>	<span style="border: 1px solid black; padding: 2px;">Profit</span>	<span style="border: 1px solid black; padding: 2px;">55445</span> <a href="#">View</a> <a href="#">Delete</a>	<a href="#">View</a> <a href="#">Delete</a>
For year3 <input checked="" type="checkbox"/> <span style="border: 1px solid black; padding: 2px;">2018-2019</span>	<span style="border: 1px solid black; padding: 2px;">454545</span>	<span style="border: 1px solid black; padding: 2px;">Profit</span>	<span style="border: 1px solid black; padding: 2px;">545454</span> <a href="#">View</a> <a href="#">Delete</a>	<a href="#">View</a> <a href="#">Delete</a>
Certificates from the CEO Authorized Signatory & Practising CA(refer to footnote below).*				<a href="#">View</a> <a href="#">Delete</a>

Financial Year	Paid-up Share Capital of the Holding Company	Net Worth of the Holding Company	%age of Net worth to Paid-up Share Capital of the Holding Company
For year1 <span style="border: 1px solid black; padding: 2px;">2020-2021</span>	<span style="border: 1px solid black; padding: 2px;">677</span>	<span style="border: 1px solid black; padding: 2px;">77</span>	<span style="border: 1px solid black; padding: 2px;">77</span>
For year2 <span style="border: 1px solid black; padding: 2px;">2019-2020</span>	<span style="border: 1px solid black; padding: 2px;">Eg. :: 9999</span>	<span style="border: 1px solid black; padding: 2px;">Eg. :: 9999</span>	<span style="border: 1px solid black; padding: 2px;"></span>
For year3 <span style="border: 1px solid black; padding: 2px;">2018-2019</span>	<span style="border: 1px solid black; padding: 2px;">Eg. :: 9999</span>	<span style="border: 1px solid black; padding: 2px;">Eg. :: 9999</span>	<span style="border: 1px solid black; padding: 2px;"></span>

Annual Average Turnover for last 3 years 1672148

SAVE AND CONTINUE
NEXT >

\*Please Select Latest FY as Year1 From the dropdown Or Upload certificate from the CEO/Authorised Signatory and Practising CA, if you are choosing Other FY

At MEG Review/Update tab make sure “EOI OF CA/CMA FIRMS FOR INTERNAL AUDIT (CCG-09)” is selected. Click on continue.

**+ Step 1 - General Information**

**+ Step 2 -Financial Information**


**- MEG Review / Update**

You have selected these material groups.

1. Empanelment of Chartered firm for Internal Audit [CCG-09] [Delete](#)

**SAVE SELECTION** **CONTINUE >**

You can make more selections from the material list given below or continue with the selected ones by pressing continue.

Search within list 

S. NO.	MATERIAL	CCG NO.	RESPONSIBILITY CENTRE
<input type="checkbox"/>	1 ENVIRONMENTAL IMPACT ASSESSMENT (EIA) STUDIES OF COAL / GAS BASED THERMAL POWER PROJECTS	CCG-01	CS
<input type="checkbox"/>	2 ENVIRONMENTAL IMPACT ASSESSMENT (EIA) STUDIES OF COAL MINING PROJECTS	CCG-02	CS
<input type="checkbox"/>	3 CONSTRUCTION OF GEOPOLYMER CONCRETE ROAD AT NTPC PROJECTS/STATIONS(CATEGORY -1)	CCG-03	CS
<input type="checkbox"/>	4 CONSTRUCTION OF GEOPOLYMER CONCRETE ROAD AT NTPC PROJECTS/STATIONS(CATEGORY-2)	CCG-04	CS
<input type="checkbox"/>	5 ENVIRONMENTAL IMPACT ASSESSMENT (EIA) STUDIES OF COAL / GAS BASED THERMAL POWER PROJECTS	CCG-01	CS
<input type="checkbox"/>	6 PRELIMINARY AND DETAILED GEOTECHNICAL INVESTIGATIONS FOR THERMAL POWER PROJECTS	CCG-05	CS
<input type="checkbox"/>	7 FINANCE GROUP / AUDIT SERVICES (COST AUDIT)	CCG-06	CS
<input type="checkbox"/>	8 SSCM QUESTIONNAIRE	CCG-07	CS
<input type="checkbox"/>	9 DOMESTIC RLNG SUPPLIERS FOR PROCUREMENT OF SPOT RLNG	CCG-08	CS
<input checked="" type="checkbox"/>	10 EOI OF CA/CMA FIRMS FOR INTERNAL AUDIT	CCG-09	CS

**SAVE SELECTION** **CONTINUE >**



### Step 3 – QR Related Information

At this step, please confirm “**Whether associated with any of NTPC’s Audit Assignments earlier- Yes/No**”

#### Filling instruction for S.N. 1 to 11

Click on “Details” button for each serial number and read the detailed requirement of EOI. Attach relevant documents and enter appropriate figure in response field. After confirming yourself, submit the response one by one. If system is not moving forward without attachment, where response is Nil or NA, please enter “0” in response field and attach any NIL data document.

Sample screenshots of Step 3 are given below:

(Please note that evaluation shall be done based on data submitted and attached at this step. So, enter the details carefully in response field and attach only relevant documents in proper format, properly scanned (legible) and duly signed by competent authority. Sample Formats are attached in front of every QR field)

## Sample 1

Step 1 - General Information  
Step 2 -Financial Information  
MEG Review / Update  
Step 3 -QR Related Information

**CCG-09 [EOI of CA/CMA firms for Internal Audit]**

Whether ever associated with any of NTPC's Audit Assignments :  YES/  NO

SAVE

**1. Firm Registration Details**

— Details

No of Year of Establishment of the Firm

Add Supporting Document

Doc Name \* Signed Firm Regn Certificate Choose File Firm Regn ...te signed.pdf ✖

Response \* 8

SAVE

## Sample 2

**7. Power Generation Sector Experience**

— Details

Experience of the Firm in Power Generation sector(including NTPC and its Power Generation JV/Subsidiaries) as Statutory/Internal/Cost Auditors (Refer Sl. IV of note to Annexure A of EOI Notice No. CCG-09).

In case the experience is of Private Firm then Turnover of Private Firm.

Add Supporting Document

Doc Name \* Power Generation Sector Exp (5 Years) Choose File Power Gene...(5Years).pdf ✖

Response \* 5

Download Format

SAVE

User need to click on save button before moving to next step.

**Step 3, S.N. 12-** Every firm need to attach A copy of complete EOI document duly signed (Physically/Digitally) as a token of acceptance of all terms and conditions along with seal.

**12. Declaration and signed EOI**

— Details

It is confirmed that all the requirements of the EOI documents have been complied with. We hereby confirm that all terms & conditions as specified in the EOI and annexures thereto have been accepted by us.

This is to certify that all the information given above are accurate and any misstatement will be liable for rejection of our participation in EOI and blacklisting by NTPC as per Company procedures.

None of our partner(s) or qualified employee(s) is a partner in any other audit firm which is applying for the current empanelment in NTPC.

(A copy of complete EOI document duly signed (Physically/Digitally) as a token of acceptance of all terms and conditions and along with seal of Firm to be attached here )

Add Supporting Document

Doc Name \*

Signed EOI

Choose File

Signed EOI.pdf



Response \*

0

SAVE

After filling all data from S.N. 1 to 12 click on Next button.



Read and accept terms and conditions of EOI and submit declaration At Step 4 “Additional Information” by clicking on check box “Applicant agrees with the above declarations”.

Step 1 - General Information

Step 2 - Financial Information

MEG Review / Update

Step 4 - Additional Information

1) We have read the contents of the Banning Policy of NTPC attached with this Application Document and agree to abide by this policy. Further, in terms of requirement under Banning policy we hereby declare the following:

- a) We have not been Banned/Blacklisted as on date of submission of application for subject enlistment by Ministry of Power or Government of India.
- b) We have not employed any public servant dismissed/removed or person convicted for an offence involving corruption or abetment of such offences.
- c) Our Director(s)/Owner(s)/Proprietor/Partner(s) have not been convicted by any court of law for offences involving corrupt and fraudulent practices including moral turpitude in relation to business dealings with Government of India or NTPC or NTPC's group companies during the last five years.

2) We further declare as under:

that if at any point subsequent to Enlistment, the declarations given above are found to be incorrect, NTPC Limited shall have the full right to terminate the Enlistment and take any action as per applicable laws

Applicant agrees with the above declarations.

**FINAL SUBMIT**

To submit final EOI click on Final Submit button