

PUBLIC NOTICE – INVITATION OF APPLICATIONS FOR EMPANELMENT OF SPECIAL AUDITORS

KESCO KANPUR invites applications for empanelment of Special Auditors for a period of three years, subject to fulfillment of the criteria related to educational qualifications and experience, mentioned in the Appendix-II (Eligibility Criteria). The quality of service provided/performance of the auditors shall be reviewed annually by kesco.

Applications are to be submitted as per the Appendix-I, along with the copies of qualification and experience proofs (Checklist mentioned in Appendix -II) at DCAO KESCO OFFICE, 14/71, CIVIL LINES, KESA HOUSE, KANPUR.

Applications will be received from date of publication of this notice **till 01.09.2023** for the empanelment.

The Application as per our format to be submitted is attached in Appendix-I.

In case any auditor has been found guilty of misconduct in professional capacity in some other GOVT DEPARTMENT, PSU/DISCOM and his name has been circulated/reported by ANY GOVT DEPARTMENT, PSU/DISCOM)/Any other Govt.Agency/Body, his/her application will not be considered for empanelment.

The empanelment as auditors will be done at the sole discretion of KESCO and KESCO reserves its right of rejecting any of / all the applications, without assigning any reason thereof. It is clarified that the auditor neither guarantees any/ regular assignments, nor does it tantamount to contract of employment with KESCO. KESCO reserves the right to amend/modify any terms of empanelment and withdraw the advertisement without any notice.

For any clarifications, the applicant may contact DCAO OFFICE KESCO KANPUR.

DCAO

KESCO

Appendix – I

APPLICATION FOR ENROLMENT IN THE PANEL OF SPECIAL AUDITOR

From:

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To,
DCAO KESCO

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Sir/ Madam,

I / We hereby apply for empanelment as SPECIAL AUDITOR and furnish hereunder the requisite bio-data/information/documents.

1. Name of the Auditor/ firm /company	
2. Office / corporate address	
3 Branches, with address if any	
4. Telephone numbers	
Office	
Residence	
Fax	
E mail	
Mobile number	
5. If the firm is a partnership, Names of partners as on 31 st march 2023 with a brief Profile with their qualifications	<p>Following information needs to be incorporated for proprietor/Individual/Each Partner or Director of the firm/ Company.</p> <p>a) Educational Qualification b) Professional Qualification c) Date of Birth/PAN/Aadhar/Mobile Number of each individual</p>



		d) Work Experience (If required attach the details in separate sheet) e) Associate/fellow member				
6. Registration no. from Institute of ICAI/ ICMAI as Applicable (attested copy of valid registration certificate to be enclosed) along with		Following information needs to be incorporated for Proprietor/ Individual / Each Partner or Director of the firm / company. the date of establishment a) Name of the Institute / Professional Body b) Membership Number (if applicable) c) Date of Membership / enrollment d) Date of firm registration				
7. GST Registration no.; if applicable (Attested Copy To Be Enclosed)						
8. Work Experience A. Whether all members/ Partners/ Directors are professionally qualified? B. Number of years in practice or of work experience in the relevant profession (in years and months) C. NUMBER OF PARTNERS WHO ARE DISA/CISA/ DISSA QUALIFIED D. Number of Years in employment (in years and months)						
S. No.	From Date	To Date	Employment / Practice	If employed, Name of Employer and designation	If in practice , experience in the relevant profession	Area of Work



E. Details of firm empanelment with uppcl/upptcl/uprvunl/upjal vidyut nigam for last 5 years						
F. Details of work assignments of cag for the last 5 years						
G. Details of bank audit executed in last 5 years						
H. Details of experiences of internal audit of psu's in sap erp environment						
9. Whether the applicant was delisted from any discom/psu/govt dept's Panel On any earlier occasion. If so, Furnish reasons						
10. Have you or any of the partners / directors ever been convicted for an offence						
11. Are any criminal proceedings pending against you or your partners /directors?						
12. Are you or any of your partners/ directors Undercharged bankrupt, or have applied to be adjudged as a bankrupt?						
13. Any other information						

14. AFFIRMATIONS

I / we hereby apply for enrolling in the panel of special auditor in kesco. The particulars given above are correct to the best of my / our knowledge.

I / we shall submit the reports as per prescribed by uppcl/kesco, with correct and full information and without negligence.

If my / our application for empanelment in your organisation is considered favourably, I / we shall abide by all the terms & conditions stated here below as well as other terms & conditions prescribed by the kesco/uppl from time to time:

- (A) Empanelment as such does not guarantee award of assignments by the organisation.
- (B) Entrustment of assignments is subject to periodical review by the organisation.
- (C) The organisation reserves the right to delete / cancel the empanelment / stop awarding future assignments without prior notice or assigning any reasons whatsoever.
- (D) The remuneration payable shall be as per the policy of the organisation.
- (E) The audit work shall be conducted on the basis of guidelines/criterias issued by the organisation from time to time.
- (F) I / we shall maintain secrecy of the business allotted by the organisation
- (G) I / we shall not enter into any financial transaction with the organisation"s customers to the detriment of organisation's interest.
- (H) Under no circumstances, I / we shall use the name or logo of the organisation in our correspondence with other organisations.
- (I) If any wrong certification is detected, I / we hereby consent that the organisation may take appropriate steps as deemed fit.
- (J) I / We understand that opinion/certification/ audit report given by us would be an input for the decision making of the Organisation. Therefore, I/ We would like to state that in the event of my/our opinion/certification/ audit report turns out to be untrue and factually incorrect causing loss to the organisation, Organisation may seek such clarifications as may be required to investigate the matter and fix the responsibility. In the event it is established that there was gross negligence on my /our part or I/ we had colluded with the customer of the Organisation in causing pecuniary damage/loss to the organisation, the Organisation may debar us/may intimate ti icai/icmai for further penal actions.
- (K) This application and the information furnished by me along with this application is true and complete. If found false or misleading at any stage, the registration of the applicant shall be summarily cancelled.

(L) I hereby undertake that the partnership entity/company and its partners/directors shall comply with the requirements of the Companies Act, 2013, the rules made there under, ICAI/ICWAI applicable Guidelines the directions given by the organization with which I am enrolled.

SIGNATURE OF THE APPLICANT

(Proprietor / Individual)

Name and Signature of Applicant's
representative (Firm/Company)

DATE:

PLACE:

Appendix - II

A. ELIGIBILITY NORMS FOR EMPANELMENT FOR SPECIAL AUDITOR:

Special Auditor should have the following qualifications, namely,

- i. Chartered Accountants and Cost Accountants and /or group/ firm of Chartered Accountants/ Cost Accountants who are in practice alone shall be empanelled.
- ii. All the partners must be a member of the Institute of Chartered Accountants of India or the Institute of Cost and Works Accountants of India; and
- iii. Evidence of previous experience needs to be provided to the Organisation.
- iv. GST registration number, unless exempted, shall be obtained before empanelment of the auditor.
- v. The minimum age for empanelment with organisations shall be 21 years.

B. DURATION OF EMPANELMENT:

The duration of empanelment shall be for a period of three years. However, the quality of service provided / performance of the auditors shall be reviewed annually by the organisations. An annual performance review shall be carried out by a committee comprising of senior officers of the organisation. The composition of the committee shall be decided by the individual Organisation .

C. CHECKLIST OF DOCUMENTS TO BE SUBMITTED ALONG WITH APPLICATION:

1. Application as per Organisation's format.
2. KYC of Individual /Firm /All partners self-attested and duly verified with originals by CO/Branch official with Seal & Sign.
3. Latest Firm Constitution/Registration Certificate issued by ICAI /ICWA
4. Certificate of Membership of Individual/All Partners issued by ICAI/ICWA

5. Certificate of Practice of Individual/All Partners issued by ICAI/ICWA

6. GST Registration Certificate (Note: Firm must have GST Registration. Un registered firms will not be considered for empanelment)

7. Individual KYC - PAN and Aadhaar /Passport /Voter ID /etc

8. If Proprietorship Firm, copy of GSTIN/ Trade Licence /etc.

9. Partnership/LLP KYC - If Partnership/LLP Firm, copy of Partnership/LLP Deed, Firm/LLP PAN and GSTIN.

10. All Experience/Qualification Related Documents

All the KYC/Supporting documents along with Empanelment Application submitted must be self-attested by Individual/Proprietor/Managing Partner/Partner's/Authorised Signatory as the case maybe and duly Verified with Originals by this office without fail.