

MP Power Generating Company Ltd, Jabalpur
(MPPGCL)



Outsourcing of Finance and Accounts Activities
Request for Proposal Document
Jan 2013



This set of RFP is issued to

M/s _____

Fees received vide

MR Number _____ Dated _____

Dated Signature of Issuing Authority



1. **Request for Proposal**

1.1. MP Power Generating Company Ltd, Jabalpur (MPPGCL), the power generating company in the State of Madhya Pradesh, having its power stations located at various locations in the state of Madhya Pradesh and has share in Thermal & Hydro stations with neighboring States of Rajasthan, Maharashtra and Uttar Pradesh, with its Headquarters located at Jabalpur, intends to initiate the process of selection of the vendor for outsourcing of Accounting and Taxation activities.

1.2. MPPGCL is issuing this “**Request for Proposal Document**” (“**RFP Document**”) for inviting proposals from eligible Chartered Accountants to select a "Bidder/Consultant Firm" for working out acceptable solution and carrying out required works. The MPPGCL would enter into a contract (hereinafter referred as "**The Contract**") with selected vendor/bidder firm (hereinafter referred as "**The Firm**") to complete the specified works (hereinafter referred as "**The Scope**") within the time limits (hereinafter referred as "**The Period of Contract**").

1.3. Each bidder firm shall submit only one RFP.

1.4. The tender document can be collected from the HQ of MPPGCL **on submission of Rs.525/- only (inclusive of taxes) in the form of Demand Draft / Banker's Cheque in Favour of Sr.A.O. (CoG&HS), MPPGCL Jabalpur**. The parties who desire the document by post shall have to pay an additional amount of Rs.100 towards postal charges. The parties can also download the tender document from our web site (www.mppgenco.nic.in) and can submit the same along with the cost of tender document separately in the form of Demand Draft / Banker's Cheque in Favor of Sr. A.O. (COG & HS), MPPGCL Jabalpur (**should not be enclosed in the envelop of main offer**) at the time of submission as detailed below. **The offers received without cost of tender document (separately) shall not be opened/considered.**

1.5. Whether an bidder firm will qualify or not will be based on the bidder firm's experience, technical capabilities and financial standing as demonstrated by the bidder firm's response to the requirements of the RFP document. MPPGCL decision is final and binding on bidders.

1.6. The last date of issue of RFP document is up to 30/01/2013 (Up to office hours). The offer document must be delivered at the address given below, before 3 p.m. on dated 31/01/2013 (hereinafter referred as "**The Submission Deadline**") and



will be opened on the 4 p.m. on dated 31/01/2013 at the address given below, in the presence of the bidder firm's representatives who wish to attend. If a public holiday is declared on the date specified, the same will be received and opened on the next working day at the same time and venue.

- 1.6.1. Venue : O/o Addl..Dir. (F&A), MPPGCL
Block number 9
Shakti Bhawan, Rampur
Jabalpur
- 1.6.2. Contact Person: Shailendra Kumar Sahu
- 1.6.3. Contact Numbers: 09425806461

1.7. Nothing in this RFP or in any communication issued by MPPGCL or any of their respective employees shall be taken as constituting an agreement, offer, acceptance, warranty, covenant, confirmation or representation to the recipient of this document or to any other party.

For and on behalf of MPPGCL

Additional Director (F&A)

MPPGCL

Jabalpur



2. Objectives of the Exercise

2.1. The broad objectives of the exercise are:

- 2.1.1. Preparation of Financial Accounts of MPPGCL
- 2.1.2. Seek advice on various business related matters pertaining to Accounting.
- 2.1.3. Provide support in implementation of ERP
- 2.1.4. Assistance on preparation of Cost Account Records.

2.2. Various Tax Compliance:-

- 2.2.1. Compliance of Direct Tax like Income tax, Wealth Tax, Service Tax, and any other taxes which may be applicable on company during the tenure of the Contract.

3. For Objectives elaborate in Para 2.1 i.e Financial Account.

The accounting vouchers at RAOs and HQ will primarily be prepared by company's personnel, the selected firm's responsibility will be to vouch these vouchers and to ensure their accounting correctness. In case any rectification is required same is to be got done through duly signed document by the firm representatives.

The scope of work below is indicative. The successful bidder firm shall be required to perform the scope of works covering all Statutes, Accounting Standards, Regulatory Requirement and any other law, as applicable to the company for carrying out its business lawfully in the prevailing environment of the Country / State. The Scope is covered in the following sub-heads :-

3.1 General Training and Development Works

- a. Suggestion for need based updating of chart of Accounts of the Company.
- b. Preparation of Accounting Procedure according to the Accounting Policy of the company and harmony with existing "Accounting Standards" and other statutes.
- c. Impart Training at each RAO, as and when required. The scope of training shall be finalized in consultation with OIC at Head Quarter.
- d. Training on maintenance of Accounting records and Registers of the company, both at HQ and RAO level.
- e. Training on Designing and Modification of all subsidiary registers to be maintained, reconciliation of the same with the accounts and correction thereof on monthly basis.
- f. MPPGCL is underway to implement ERP. In the process the selected bidder's support shall be required in implementation validation and improvement of the system. The selected bidder shall also be required to



verify the reports/ documents generated in the initial stage of ERP implementation for adequacy and accuracy.

- g. Suggest procedures for System Improvement and assist in implementation of Improvement / Modification in Accounting Policy etc. This may involve preparation of guidelines / instructions / circulars etc to be issued to RAO / HQ in consultation with OIC.

3.2 (I) Preparation of Financial Accounts

A. At RAO Level

- I. Preparation / Addition / Modification of all subsidiary registers to be /being maintained. Reconciliation of the same with the account and correction thereof on monthly basis.
- II. Reconciliation of advance payment made at HQ against bills received from coal companies (WCL, SECL and Imported Coal) versus amount payable after taking into account the quantity received, recoveries raised by site, as per FSA agreement in vogue. Certification of Oil bills, including preparation of price stores ledgers of oil (all types of fuel oil) on quarterly basis. Valuation of fuel oil and coal stock and consumption.
- III. Reconciliation of inter-unit accounts and ensures clearance of the same. For ensuring the same you will also be required to issue necessary instruction to all authorities concerned.
- IV. Preparation of Statement for Inter Company reconciliation.
- V. Qualitative scrutiny of Trial Balances and day book on Monthly and Yearly basis. The work will also include suggesting & implementing corrective measures on the discrepancies found, if any.
- VI. Appropriate treatment for outstanding / during the year advances and liabilities pending settlement.
- VII. Preparation of Interstate shared projects Accounts.
- VIII. Accounting of Scrap.
- IX. Scrutiny and analysis of store reports and furnish the observations and corrective actions to be taken by the Company on monthly basis. Verification of Store Receipts and Issues on the basis of above reports and reconciliation of Inventory between store's and account's records on annual basis. Advise and implement procedure to comply accounting standards for improvement in store accounting system.
- X. Verification of Monthly Bank Reconciliation and guidelines for clearance of outstanding entries.
- XI. Reconciliation and clearance of Suspense Codes.



- XII. Provide year end provisions
- XIII. Verification and rectification of Fixed Asset Cum Depreciation register and reconciliation with Accounts,
- XIV. Preparation of subsidiary registers for appropriately recording Capital Works in Progress for the period for which accounting has been done up to period of contract.
- XV. Scrutiny of Works Register for Asset Capitalization during the year to ensure that all the expenditures have been properly accounted for the period for which accounting has been done up to period of contract.
- XVI. Firm is required to collect data (quantity, amount etc.) for Sale of Fly Ash at each Thermal Power Station for preparation of schedule.

B. At Head quarter

- i. Verification & Vetting of Sale of power and UI Charges.
- ii. Preparation of P&L Account and Cash Flow Statement.
- iii. Preparation of Balance Sheet and notes to Accounts
- iv. Preparation of Loan & Interest Accounts / Schedules.
- v. Work of Interest and Overhead Capitalization,
- vi. Preparation of Intangible Asset's / Investment Accounts.
- vii. Preparation of Advance/Liability Clearance schedules,
- viii. Provide Year end provisions including accounting of Staff Related Provisions,
- ix. Preparation of Interstate shared projects Accounts, receivable / payable.
- x. Reconciliation and clearance of Suspense Codes.
- xi. Preparation of accounting circulars and guidelines on various issues arising by time to time.

C. During Audit

- i. Interaction with the Statutory Auditor appointed by CAG, Supplementary Auditors of AGMP, Internal Auditor and other Auditors.
- ii. Preparation of replies to queries of above mentioned Auditor's on RAO's & HQ Trial Balances, Company Account etc.
- iii. Implement the remedial measures for minimizing the auditor's observations in subsequent accounts.

3.2 (II) Assistance on preparation of Cost Account Records

Firm is required to support company in preparation of Cost Accounts Records for this firm is required to collect quantitative data and related amounts and other information from various divisions/ offices for utilities and other cost center and reconcile them with financial accounts for all Thermal and Hydel power stations.



4. For Objectives elaborate in Para 2.2 i.e Tax Compliance.

The scope of work below is indicative. The successful bidder firm shall be required to perform the scope of works covering all Statutes, and any other law, as applicable to the company for carrying out its business lawfully in the prevailing environment of the Country / State. The Scope is covered in the subheads below:-

4.1 Direct Tax Compliance:-

- i. Compliance of TDS & TCS provisions of income tax, circulation of:-
 - a. TDS & TCS rates as amended from time to time
 - b. Due dates for payment of tax
 - c. Procedure for tax calculation and deposit of the same.
- ii. Ensured that TDS & TCS rate are properly applied for deduction and timely paid. For compliance of this Firm is required to vouch 100% entries and also put sign (of Chartered Accountant) on the same at each RAO & HQ and a certificate is required to be given by firm in this regard in the format enclosed from the commencement of contract period to the end of Contract period. Although it is clarify that all modalities of Filing of TDS & TCS return are not the responsibilities of the firm.
- iii. Preparation of Schedules of Tax Audit Report as per Income Tax Act.
- iv. Preparation of statement of income, Wealth tax, etc. and filing of annual income tax return, wealth tax return etc. and revision if required, taxation planning and fulfillment of all the statutory requirements.
- v. 1st Stage Assessment of Income Tax of the company by Income Tax Authorities for all accounts pending with the IT authorities from the commencement of contract. The firm shall also be required to provide passive support for getting 1st stage assessment of all annual account, pertaining to its contract period even after expiry of the contact period. Only on successful completion of 1st stage assessment by IT authorities, the SD of the firm shall be released.
- vi. The work of providing replies to Audit observations during tax audit.
- vii. Attending various queries/notices relating to income tax. Interaction with Tax Auditors and Income Tax Officers and preparation of necessary replies on behalf of MPPGCL during the tenure of contract which may also be pertaining to prior period.

4.2 Indirect Tax Compliance:-

Special attention shall be required on monthly compliances and reconciliations of taxes due / payments made. In case of any shortcoming you will be required to



initiate necessary steps to rectify the same at the earliest but not later than due date of subsequent month.

i. Compliance of Service tax provisions, circulation of:-

1. Service tax rates as amended from time to time.
2. Due dates for payment of tax.
3. Any other change in procedure.

ii. Ensure that Service tax rate are properly applied for deduction and timely paid. For compliance of this Firm is required to vouch 100% entries and also put sign (of Chartered Accountant) the same at each RAO & HQ and a certificate is required to be given by firm on this regard on monthly basis from the commencement of contract period to the end of Contract period. Also firm will be required to ensure filing of Service tax returns on time. Although it is to clarify that all modalities of Filing of Service tax return are not the responsibilities of the firm. Schedules are also required to prepare at year end.

iii. Providing specific opinion within the scope of work as and when desired by any HoD/RAO or any other offices of the company.

iv. 1st Stage Assessment of Service Tax of the company by Service Tax Authorities for all accounts pending with the Service Tax authorities from the commencement of contract. The firm shall also be required to provide passive support for getting 1st stage assessment of all annual account, pertaining to its contract period even after expiry of the contact period. Only on successful completion of 1st stage assessment by Service Tax authorities, the SD of the firm shall be released.

The results of the exercise would be regularly discussed with the Concerned Regional Account Office and where noncompliance and improvement measures are required for all Regional Account Office and HQ. Head of Finance Section / Officer in Charge at corporate office of MPPGCL. Important observations should be brought out to his notice at least monthly (preferably immediately), to support in implementing corrective action. All reports for complying above scope of Tax compliances should be prepared after duly taking into account the fact brought out in discussions. Each deliverable should be provided as per mutually agreed terms and conditions and timeliness, both in soft copy and hard copy to MPPGCL.

5. Other Terms and conditions

5.1 The appointment shall be made on the basis of the credentials; experience and capability furnished by participating firm for the purpose of empanelment and is liable to cancellation in the event of any professional or other misconduct, which has been taken



cognizance by the Institute of Chartered Accountants of India/any other authority, coming to light at a later date.

5.2 It may be ensured that the agreement is carried out only through employees / Partners / Articles of participating firm. If it comes to our notice that the assignment has been carried out by any other firm/person, the appointment is liable to be cancelled.

5.3 Minimum Man power requirement::

S.No	Number of Man Power	Location of working in Company	Experience
1	One Fellow Chartered Accountant (FCA) should be Partner only	Jabalpur (HQ)	Minimum 10 year Experience
2	One Associate Chartered Accountant (ACA) should be Partner only	Jabalpur (HQ)	Minimum 3 year Experience
3	One Associate Chartered Accountant (ACA) should be Partner/Employee	COGHS & Sirmour	Minimum 2 year Experience
4	One Associate Chartered Accountant (ACA) should be Partner/Employee	Sarni & Khandwa	Minimum 2 year Experience
5	One Associate Chartered Accountant (ACA) should be Partner/Employee	Birsinghpur & Chachai	Minimum 2 year Experience

Note: -ACA's (appearing in Serial No. 3, 4, & 5 above) and their supporting staff will have to manage scope of work at both the places. Further four Data Entry Operator is required one for each mentioned in for 2,3,4 & 5.

Minimum Seven Semi Qualified Staff (who has passed C.A. Inter), four Data Operator and four ACAs shall be made available by the successful firm to sit full time in Head Office / or visit RAOs of MPPGCL. They will be required to do work as per need during the normal working hours or more. The FCA partner of the firm shall also be required to sit HQ at-least one full day every fortnight or half day every week during normal working hours to finlise / confirm the working provided by his ACA / Staff. He will also be required to provide necessary guidance and directions to his ACAs to get the suggestions / improvements implemented, on all the matters situation warrant. The persons entrusted for this contract shall continue to work for the entire period of contract.

Any change of resource persons representing the firm shall be permitted **only one ACA against all four ACA is allowed to change in once in one year of contract period otherwise 3% of contact value (i.e. annual fee) for each change above permissible limit** will be deducted this will be applicable for Chartered Accountant, in exceptional



cases in unavoidable circumstances, with the prior permission of Addl. Dir. (F & A), MPPGCL.

5.4 With regard to this agreement and any other information supplied in connection with this agreement and designated by the disclosing party as confidential, the recipient agrees to:

- a. Protect the confidential information in a reasonable and appropriate manner and in accordance with any applicable professional standards; and
- b. Use and reproduce confidential information only to perform its obligations under this agreement.

5.5 Firm's outputs/reports would be issued solely for the internal use of MPPGCL's management, employees and Board of Directors. Any other distribution of the same must be approved by MPPGCL in advance in writing. Distribution of any information pertaining to MPPGCL without prior written consent of Additional Director (F & A), MPPGCL, shall be treated as major misconduct and shall be dealt accordingly.

6. **Minimum eligibility criteria**

Please refer annexure no. 5.

7. **Working Modality**

7.1 Period of Contract :- The period of Contract shall be initially for Twelve months, starting from date of commencement of work . In this period the firm shall be required to extend support for the scope of work as stipulated above in clause 3 and 4 for the Accounting of FY 2012-13. **The period of contract can be further extended for additional period up to two years depending upon the performance of the firm with 7.93% increase every year on base contract value for each year of extension, with same terms and conditions. The term shall be binding on the firm. However granting extension will be sole discretion of MPPGCL. The period of contract can further be extended for another 2 years (i.e. after 3 years of contract) with mutual consent of both (i.e. MPPGCL and the successful bidder). However the rate of rise shall remain same.**

7.2 MPPGCL will provide reasonable workspace and furniture for the personnel of the firm. Other resources, viz computers, telephone etc would have to be arranged by the firm.

7.3 The successful firm should depute their ACAs and supporting staff on all the working days of the company in normal working hours to perform / assist the assigned tasks. Every Person will be eligible for leave of 13 days during the



contract period of one year. However in case of requirement of company they may be called on holidays. The Bidder firm should have Local office at Jabalpur.

7.4 If performance of any of CA is not found satisfactory, OIC will be entitled to change the person and CA firm has to change the person within a period of one month from the date of notice in this regard. **It is pertinent to mention that max two such changes shall be permitted during each year of contract period. However if more than two changes occurred during each year of contract period, the contract may lead to termination and forfeiture of security deposit.**

7.5 The FCA partner of the firm shall be required to sit minimum one full day every fortnight or half day every week during in Corporate Office of the Company during normal working period. He may also be required to visits site if requirement arise & Sit in Corporate office for more days during finalization of Statutory Audit, supplementary Audit, Tax Audit of Accounts, as per need of the work.

7.6 The ACA are required to visits RAOs as mentioned against their location of working in generally once in each month with their supporting staff at the requirement of each RAO and for compliance the requirement of scope of work as stated in 3.2 and 4 above. However visit to RAOs may be two or more as per work requirement in few months. The period of tour at RAO including the travelling period will be eligible for attendance purpose for which stay certificate as obtained from RAO is required to be submitting with monthly bill.

7.7 Only accommodations facility at RAO will be provided by the Company in its Guest House/Hostel free of cost, subject to availability, however at Company HQ Jabalpur firm is required to arrange lodging and boarding arrangement at its own. Therefore rates quoted should be inclusive of expenses on account of Travelling expenses, and other expenses for visit to site RAO.

7.8 The Firm shall be required to provide a Certificate every month(format Enclosed) stipulating that all the provisions under all the Statutes with in the scope of work have been complied with and that no violation has taken place, which may result in any financial or other damage to the company.

8. **PENALTY:**

If the MPPGCL suffers, or likely to suffer, any loss or damage, or if the liability of any kind is imposed or likely to be imposed on MPPGCL because of ignorance or negligence or any other reason attributable to the firm, an amount equal to such loss or damage or liability shall be recoverable from the firm.



9. DISQUALIFICATION

9.1 MPPGCL may, in its own sole discretion, and at any time during the evaluation process, disqualifies any bidder firm, if the bidder firm has made misleading or false representation in the forms.

9.2 Notwithstanding to any provisions, MPPGCL reserves the right to reject any / all the offers and/or scrap this RFP, without assigning any reason.

9.3 The offer of the Internal Auditor and Statutory auditor of MPPGCL shall not be qualifying for the work as in the opinion of MPPGCL; it may have conflict of interest.

9.4 Firm who is black listed in MPSEB or its successor Company shall not be eligible to participate in bidding.

10. COMMERCIAL TERMS

10.1 PRICES: The quoted prices shall be FIRM and Inclusive of all taxes and duties except Service Tax. No other tax / duties / any other tax/ Charges except Service Tax shall be paid extra on actual basis.

10.2 TA /DA are not allowed for Visit of RAOs' of MPPGCL. However in case if firm is required to visit any other place on request of MPPGCL, Travel expense /lodging subject to the maximum of Rank of SE of MPPGCL, on production of actual ticket shall be reimbursed.

10.3 PAYMENT: The payment shall be made on discharge of success full work after deduction of penalty, if any, as under:-

a. Total contract price will be divided **into two parts** :

I. **80% payment** will be made on completion of Monthly works

(Please refer Note 1)

II. **Balance of 20%** will be paid on completion of Yearly works.

(Please refer Note-2)

b. All RAO including HQ will carry weightage of 15% of monthly contract cost except Sirmour which will carry weightage of 10%.

c. Payment Mechanism for Monthly Work is elaborated in **Note-3**

d. The payment against each bill shall be made after 45 days of the submission of bill or as per queue whichever is later.



- e. In case of delay in making payment, no claim of interest shall be admissible.
- f. TDS at the prevailing rates shall be deducted from the bills of the firm.
- g. For sample billing breakup of each 1 lakh please refer **Annexure 6**.

11. EARNEST MONEY DEPOSIT:- Bidder firms are required to submit EMD of Rs 10000/- either in cash or DD. The DD should in favor of O/o Sr. AO (CoG&HS) MPPGCL payable at Jabalpur. If firm is willing to submit the EMD in cash the same can be done by depositing in cash in O/o Sr. AO (CoG&HS) Jabalpur and get the Money Receipt should obtained enclosed with offer document. Any offer received without EMD will not be considered. Further no interest on EMD is payable.

12. SECURITY DEPOSIT: The Firm will be required to deposit Security deposit amount equal to 10% value of the order excluding taxes and duty, only in the form of Cash/DD for faithful execution of the order and also to cover performance guarantee period of the items on order. If Security Deposit has not been submitted within 15 days from the date of order than it is deemed that firm has not entered in the contract and this work Order shall be liable to cancel with no liability on either side.

- i. The Security Deposit deducted shall be returned after a reasonable period after successful completion of contract or 1st stage of assessment of Company (Income tax and Service Tax) for the contract period (which may also include extended period of contract) whichever is later.
- ii. No interest on the Security deposit shall be payable.

13. VALIDITY: The offer shall be valid for a period of 90 days from the date of receipt of offer in this office.

14. SAFETY OF PERSONNEL: - Looking to the work envisaged the safety of the personnel will solely be responsibility of the firm. MPPGCL will not be held responsible for any compensation likely to be arising in event of any accident /mishaps during the execution of contract.

15. SUBMISSION OF OFFERS: The offers should be submitted in the following manner:-

- a. The offers should be submitted in one main envelop duly supersizing the following:
 - i. **Please do not open because it contains tender document.**
 - ii. Name of the tender **“OUTSOURCING OF FINANCE AND ACCOUNTING ACTIVITIES OF MPPGCL.”**



iii. **Due Date of Opening.....**

iv. This envelop contains following envelops

1. Sealed Envelope I :- Containing EMD and Cost of Tender
2. Sealed Envelope II :-Containing Techno- Commercial Terms & Condition
3. Sealed Envelope III :- Containing Price -Bid

Sealed Envelope I: - EMD and Cost of Tender

Please Super-scribed on it “The envelop contains EMD and Cost of Tender”.

It should contain EMD and Cost of Tender in requisite form.

Sealed Envelope II: - Techno- Commercial Terms & Condition

Please Super-scribed on it “The envelop contains Techno- Commercial Terms & Condition”.

This should contain

- i. Annexure 2a and 2b duly filled.
- ii. Annexure 3 of Techno-Commercial Questionnaire
- iii. Annexure 5 of Minimum Eligibility Criterion and its documentary proof

Sealed Envelope III: - Price -Bid

- i. Please Super-scribed on it **“The envelop contains the Price Bid”**
- ii. The rates quoted should be unconditional without any qualifications. The offers received with qualification are liable to be rejected.
- iii. The rates should be quoted excluding Service Tax . Except these , no other charges but for the quoted amount shall be paid.
- iv. The rates should be quoted both in figures and words separately. In case of any inconsistency, the lower of the two shall be treated as the final quote of the firm.

All the envelops should be properly sealed and then enclosed in the main envelop, duly super scribing the details of the enquiry, due date of opening and shall be submitted in the O/o Addl. Dir. (F & A), Block No 9, Shakti Bhawan, Rampur, Jabalpur up to the schedule date and time of submission of offer. MPPGCL shall not own any responsibility for the offers not received due to delay in transit, early inadvertent opening of offers due to non-super scribing of the above details/finding of unsealed envelop. Offer received late / through fax / email etc. shall not be considered.



- b. Pre-bid conference will be held at 3.00 p.m. on 11th January 2013 in the O/o Addl. Director of MPPGCL Block No. 09, Shakti Bhawan Jabalpur. It is requested to participate all bidder firms in the conference to resolve related queries in this regard.

16. Opening of Offers: The valid offers received in time shall be opened in the following manner:-

- a. Envelop I of the valid offers, shall be opened on the same day to check The EMD and Cost of Tender. In case the same are not found as per tender condition, the offer shall be consider rejected and shall not be processed further.
- b. The offers having proof of submission of proper EMD and cost of tender shall be scrutinized. The due date of opening of qualified offers shall be intimated separately.
- c. On the declared time and date of opening of price bids, the same shall be opened in the presence of the representatives of the firms, who witness the same.

17. Officer In charge: Accounts Officer (A/c) shall be the officer in charge for the contract. For all day to day and routine matters covered under the scope of this contract clarifications, if any may be sought from him. He shall also be authorized to grant deferment/relaxation of execution of work considering practical difficulties and site condition on the request of the firm. In such cases the amount of payment withheld can be made at a subsequent stage of execution of work.

18. Conflict of Opinion: In case of any major conflict of opinion, the matter may be discussed with Addl. Director (F&A), MPPGCL.

19. Disputes: - In case of any / all disputes arising out of this contract, which could not be resolved mutually by the Firms and Addl. Director (F&A), MPPGCL, the matter may be decided by a Competent Court at Jabalpur only.

20. Termination of Contract : The company reserves the right to terminate the contract any time giving 30 days notice to the firm, in case the services are not found satisfactory. In such case the uncompleted works of the contract shall be got carried out at the risk and cost of the Firm.

- i. The Security deposit amount available with MPPGCL shall be forfeited.
- ii. No further payment, what so ever pending with MPPGCL for the work completed shall be made to the firm.

Yours faithfully,

Addl. Director (Fin. & Account)

MPPGCL, Jabalpur



Annexure -1

Technical Details of Firm

1	Full Name of the firm		
2	Location of Head Quarter and Branches		
3	Full Address of Head Quarter	Name of the Person	
		Contact Phone Numbers	
		Postal Address of Office	
		email id	
4	Details of partner looking for the contract under question, located at Jabalpur	Name of the Person	
		Contact Phone Numbers	
		Postal Address of Office	
		email id	
5	Date of Registration of Firm with ICAI		
6	Details of Partners ¹		
7	Details of Experience ²		
8	Details of Annual Turnover ³	Year	Annual Turnover in Rs. as shown in Audited BS ⁴
		FY 09-10	
		FY 10-11	
		FY 11-12	
9	Date of existing Partnership deed with three partners		
10	Details of Major clients		
11	Details of works executed especially for power utilities		
12	Any other detail, if wish to provide		

¹ Please intimate Names and Details (ICAI registration no. etc.) of all the partners of the firm, along with details of their qualification and period of partnership. You may annex these details in separate sheet.

² Details of various contracts / Works executed by your firm in the field of Accounting and Taxation matter including the contracts for consultancy during past three years, to demonstrate the capability to execute the contract in question may please be elaborated in brief and available documentary evidence in their support may please be enclosed. You may use separate sheet for it.

³ Audited Balance sheet for past three years may please be submitted to prove the minimum financial capability criteria elaborated in RFP para 6.3.

⁴ In case the turnover of the firm in any specific year does not require auditing of books of accounts then self-certified balance sheet should be submitted.



MINIMUM MAN POWER REQUIREMENT

Annexure 2a

Details of Qualified man power

S.No	Number of Man Power	Location of Working in Company	Name of Person	Experience	Proof of Qualification & Experience as on 31-12-12	Signature of person with his/her Membership no.
1	One Fellow Chartered Accountant (FCA) should be Partner only	Jabalpur (HQ)		Minimum 10 year Experience out of which at least five year should be as FCA	COP or Experience Certificate in case of Job.	
2	One Associate Chartered Accountant (ACA) should be Partner only	Jabalpur (HQ)		Minimum 3 year Experience	COP or Experience Certificate in case of Job.	
3	One Associate Chartered Accountant (ACA) should be Partner/Employee	COGHS & Sirmour		Minimum 2 year Experience	COP or Experience Certificate in case of Job.	
4	One Associate Chartered Accountant (ACA) should be Partner/Employee	Sarni & Khandwa		Minimum 2 year Experience	COP or Experience Certificate in case of Job.	
5	One Associate Chartered Accountant (ACA) should be Partner/Employee	Birsinghpur & Chachai		Minimum 2 year Experience	COP or Experience Certificate in case of Job.	

Authorized Signatory of The Firm

Name:-

Signature:-

Seal of the Company:-



Annexure 2b

Details of Semi Qualified Staff

S.No.	Name of Staff	Paid Employee/Article	Qualification	Proof of qualification	Signature with Article Registration no.
1					
2					
3					
4					
5					
6					
7					

Authorized Signatory of The Firm

Name :-

Signature:-

Seal of the Company:-



Annexure -3

Techno-Commercial Questionnaire

S.No.	Details	Reply by Firm
1	Whether Cost of Tender has been paid.
2	If yes what is form of payment	Cash/DD/Bankers Cheque
3	What is no. of Document of payment
4	Whether firm has submitted the EMD	Yes/No
5	Form of Deposit of EMD	Cash/DD
6	Instrument no. of EMD Deposition	
7	Whether payment term is acceptable ?	Yes/No
8	Whether Firm is registered under MSMED Act? If Yes Please enclose the photo copy of registration certificate.	Yes/No
9	Whether Conditions of Security Deposit is acceptable?	Yes/No
10	Is validity Clause acceptable?	Yes/No
11	Whether penalty clause acceptable	Yes/No
12	Is Contract extension term with Price Variation is acceptable to firm	Yes/No
13	Whether firm is agree with Scope of Work of Tender	Yes/No
14	Whether details of minimum manpower requirement has been duly filled.
15	Is there any deviation from standard term.	Yes/No
16	Provide address of local office at Jabalpur.
17	Whether Firm has filled all annexure without any deviation?	Yes/No

Authorized Signatory of The Firm

Name:-

Signature:-

Seal of the Company:-



Annexure 4

Rate Schedule

S. No	Scope of Work	Amount in Rs.	
1	Lumpsum Amount for the works elaborated in RFP, for the period of contact of 12 Months.	In Figures	
		In Words	
2	Service Tax ⁸		
3	Other Charges	No other charges shall be payable.	
4	Total Cost ⁹	In Figures	
		In Words	

Authorized Signatory of The Firm

Name:-

Signature:-

Seal of the Company:-

⁸ The service tax is to be paid extra. In case your firm is not liable to make payment of service tax on account of this contract, then for the purpose of evaluation and contract the same shall be considered nil. Therefore the status on the matter should clearly mentioned. In case of any ambiguous / conditional statement, loading of present rate of service tax shall be made for bid evaluation purposes.

⁹ In case of any discrepancy in the amounts mentioned in figures and words and/or in case of breakup and totals, lowest of them shall be considered for evaluation and contract purposes. The lowest of these prices quoted by the firm shall be binding on the firm.



Annexure -5

ELIGIBILITY CRITERIA & TECHNICAL EVALUATION:

i. Eligibility criterion of the firms shall be based on the various criterions as given in the table below. The technical proposal evaluation shall be based on the following parameters.

Sl.No.	Particulars	Minimum Qualifying Marks	Max. Marks	Evaluation Criterion
1.	Existence of Firm should be 10 years or more with three or more partner and existing partnership (consist three partner) should be in continuing nature since last 1 year as on 31-12-12.	5	10	Minimum 5 marks for 10 years For each additional complete year 1 additional mark will be consider.
2.	One number of Full time Fellow Partners associated with the firm, having minimum 10 years of experience out of which at least 5 years should be as FCA (As per certificate of ICAI as on 31.12.12)	5	20	Firms with 1 FCA with 10 years of experience = 5 marks For each additional FCA having ten year of experience associated with firms 5 marks.
3.	Turnover of the firm (Average annual in last three financial yrs)	5	10	Min Rs.20 lakh =5 marks And 0.5 marks for each additional 1 lakh
4.	Consultancy in Accounting /Taxation (Work order/certificate required)	5	10	First 5 marks =Single Order Value Rs. 5 Lakh and 1 marks additional for each order value of 2 lakh (If firm have experience of consultancy of Accounting/Taxation of Power Generating Company, It will get additional 2 marks for each work order)
5.	Key Professional Staff /Article			
	1) ACA	20	30	Minimum 20 marks for four ACA (out of which at least one ACA should have 3years of experience and remaining 3 ACA should have minimum 2 years'



				experience) and for each additional ACA(With at least 2 years of experience) 2 marks extra
	2) Semi-Qualified Staff /Article (CA inter)		20	Minimum 10 marks for 7 semi qualified staff and 1 marks for each additional Staff

Notes:-

- 1. The firm must achieve at least 55%marks in aggregate and should also obtain minimum qualifying marks for each category of eligibility criterion {1to 5(1) &5(2)}, on technical parameters for the purpose of becoming eligible for opening of price bid against this RFP.**
- 2. Bidder firm should have local office at Jabalpur.**
3. In case after the technical evaluation. If no bidding firm gets the minimum 55 marks than top three firms are to be taken into consideration for opening of price bid. If there are only one or two firms than they may be considered.



**Monthly Certificate required at each month end along with
monthly bill of the firm**

Certificate

This is to Certify that we have checked accounts of MPPGCL for the month ofand all the provisions of applicable tax laws have been complied with. No violation has come to our notice except as already reported by us during the performance of our work, which may result in financial or other damage to the company.

For (Name of Firm)

Chartered Accountants

Name of Partner along with his/her Membership no.



80% of Contact Value for Monthly Works			Note-01
40% of Monthly Work Value		60% of Monthly Work Value	
On Man Day Attendance Basis		On Work Completion Basis	
Particular	%	Particular	%
FCA	12.5%	Reconciliation of advance payment made at HQ against bills received from coal companies (WCL & SECL& Imported) versus amount payable after taking into account the quantity received, recoveries raised by site, as per FSA agreement in vogue (Coal Related Works)	
ACA's	12.5% for Each ACA	Scrutiny and analysis of store reports mainly etc. and furnish the observations and corrective actions to be taken by the Company (Store related work)	
Support Staff	4% for Each Staff	Verification of Monthly Bank Reconciliation, FDR's, Bank guarantee, etc. and guidelines for clearance of outstanding entries. (Bank related works)	
Data entry Operator	1.5% of each operator	Reconciliation of inter unit Accounts and ensure clearance of the same. For ensuring the same you will also be required to issue necessary instruction to all authorities concerned (inter unit related works).	
		Accounting of Scrap, Preparation / verification of Fixed Asset register and reconciliation with Accounts. Scrutiny of Works Register for Asset Capitalization during the year to ensure that all the expenditures have been properly accounted. Any additions to fixed asset to be verified with Certificate of Put to use and the list along with certificates should be submitted at HQ(fixed asset related work)	
		Certification of Oil bills, including preparation of price stores ledgers of oil (all types of fuel oil) on monthly basis.(Oil bills related)	
		Verification of all vouchers i.e.100% at RAO's & HQ and certification of the same.(100% vouching)	
		Accounting of Sale of power (Revenue related)	
		Preparation of Loans/Interest Accounts / Schedules. (Loan related works)	
		i. Compliance of all Tax provisions which applicable to the company and reconciliation with book of account of the company. ii. Ensured that TDS , TCS ,Service Tax, etc. rate are properly applied for deduction and timely paid. For compliance of this Firm is required to vouch 100% entries and also put sign (of Chartered Accountant) the same at each RAO & HQ and a certificate is required to be given by firm on this regard on monthly basis and also year-end basis. Also firm will be required to ensure filing of all returns on time.(Tax related works)	For % of HQ and RAO See Note 03
		Providing specific opinion within the scope of work as and when desired by any Office of the Company. The opinion should be provided at earliest and not later than one of receipt of request.(Opinion)	
		Audit related works	
		Fly Ash related works	
		Interstate related works	
		Cost Accounting related works	
		Any Other Works as Advised by Officers of MPPGCL	
		The payment shall be released in equal monthly installment over the contract period of 12 months on submission of Certificate by the firm for each work at RAO's & HQ Separately. This Certificate should be counter signed by concerned officer's of MPPGCL and should be enclosed as part of your bills.	



Payment Mechanism for yearly Work

Note -02

20% of Contact Value for Yearly Works							
70% of Yearly Work Value		20% of Yearly Work Value		5% of Yearly Work Value		5% of Yearly Work Value	
On Work Completion Basis		Statutory Audit Support		AG Audit Support		Tax Audit Support	
Particular	%	Particular	%	Particular	%	Particular	%
Inventory Valuation (include Preparation of Coal Model)	15%	Presence of FCA Member during Audit Period	25%	Presence of FCA Member during Audit Period	25%	Presence of FCA Member during Audit Period	15%
Preparation of P&L Account and Cash Flow Statement,	20%	Presence of Each ACA Member during Audit Period	10% for Each ACA	Presence of Each ACA Member during Audit Period	10% for Each ACA	Presence of Each ACA Member during Audit Period	10% for Each ACA
Preparation of Balance Sheet and notes on Accounts	20%	Presence of Each Support Staff Member during Audit Period	20%	Presence of Each Support Staff Member during Audit Period	20%	Presence of Each Support Staff Member during Audit Period	20%
Provide Year end provisions including accounting of Staff Related Provisions (Including AS-15)	5%	Reply For Auditor Query	10%	Reply For Auditor Query	10%	Reply For Auditor Query and filing of all Annual Return of the company	20%
Preparation of Interstate shared projects Accounts, receivable / payable	5%	To ensure Completion of Audit with in Statutory time limit	5%	To ensure Completion of Audit with in Statutory time limit	5%	To ensure Completion of Audit with in Statutory time limit	5%
Preparation of Interest and Overhead Capitalisation	5%						
Deprecation Calculation	10%						
Qualitative Check up of Trail Balances of RAOs & HQ and Company	10%						
Any Other Requirement for Financial Statement and Finalisation of Books of Account	10%						
<p>The payment shall be released on submission of Certificate by the firm for each work separately. This Certificate should be counter signed by concerned officer's of MPPGCL and should be enclosed as part of your bills. In case of partial presence/adequacy of attention towards works, Partial payments shall be permitted by the officer in charge.</p>							



Statement showing % wise allocation

Work	HQ	COGHS	Chachai	Sarni	Birsingpur	Sirmor	Khandwa
	%	%	%	%	%	%	%
1. Coal Related Works	10%		13%	15%	15%		
2. Stores related Works		10%				10%	25%
3. Bank Related Works	10%	10%	7%	10%	10%	10%	10%
4. Inter Unit	5%	5%	5%	5%	5%	5%	5%
5. Fixed Assets/CWIP Related		10%	10%	10%	10%	10%	15%
6. Oil Bills Related			3%				
7. 100% Vouching	10%	18%	18%	15%	13%	18%	20%
8. Revenue Related	10%	0%	0%	0%	0%	0%	0%
9. Loan Related Works	5%	0%	0%	0%	0%	0%	0%
10. Tax Related Works	5%	10%	10%	10%	10%	10%	10%
11. Opinion	10%						
12. Audit Related	10%	7%	7%	7%	7%	7%	5%
13. Fly Ash Related			5%	5%	5%		
14. Inter State	5%	10%		3%	5%	10%	0%
15. Cost A/c Related	5%	5%	7%	10%	10%	5%	
16. Misc. Works	15%	15%	15%	10%	10%	15%	10%
Total	100%	100%	100%	100%	100%	100%	100%

Sample Billing Breakup of Rs 1 lakh

Total Work										100000																							
Total for Year										Yearly Works																							
										20%										20000													
Monthly Works			Total for Month							70% of yearly work			14000			20% of yearly work			4000			5% of yearly work			1000			5% of yearly work			1000		
			Attendance Based							40%			2667																				
			Work Based							60%			4000																				
Work Base Elements			Attendance Based							For work completion			Statutory Audit			For AG Audit			For Tax Audit														
RAO	Share	Amount	Particulars	No	% per Person	Total % Share	Amount per Person	Total Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount															
									inventory valuation	15%	2100	Presence of FCA	25%	1000	Presence of FCA	25%	250	Presence of FCA	25%	250													
									P&L and Cash Flow	20%	2800	Presence of each ACA	40%	1600	Presence of ACA	40%	400	Presence of ACA	40%	400													
HQ	15%	600	FCA	1	12.50%	12.50%	333	333	Balance sheet and notes on account	20%	2800	Presence of Staff	20%	800	Presence of Staff	20%	200	Presence of Staff	20%	200													
COGHS	15%	600	CA	4	12.50%	50.00%	333	1333	Year end Provision	5%	700	Reply of Audit Query	10%	400	Reply of Audit Query	10%	100	Reply of Audit Query	10%	100													
Chachai	15%	600	Staff	7	4.50%	31.50%	120	840	Inter State working	5%	700	Timely completion of audit	5%	200	Timely completion of audit	5%	50	Timely completion of audit	5%	50													
Sarni	15%	600	Operators	4	1.50%	6.00%	40	160	Interest and overhead capitalisation	5%	700																						
Birpur	15%	600							Depreciation calculation	10%	1400																						
Sirmor	10%	400							Qualitative check up of trial balance	10%	1400																						
Khandwa	15%	600							other	10%	1400																						
For work wise breakup please refer Annexure 6b																																	
Total	100%	4000	Total		100%	9%		2667		100%	14000		100%	4000		100%	1000		100%	1000													

Work wise breakup of HQ and RAOs

Work	HQ		COGHS		Chachai		Sarni		Birpur		Sirmor		Khandwa	
	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1. Coal Related Works	10%	60		0	13%	78	15%	90	15%	90		0		0
2. Strores related Works		0	10%	60		0		0		0	10%	40	25%	150
3. Bank Related Works	10%	60	10%	60	7%	42	10%	60	10%	60	10%	40	10%	60
4. Inter Unit	5%	30	5%	30	5%	30	5%	30	5%	30	5%	20	5%	30
5. Fixed Assets/CWIP Related		0	10%	60	10%	60	10%	60	10%	60	10%	40	15%	90
6. Oil Bills Related		0		0	3%	18		0		0		0		0
7. 100% Vouching	10%	60	18%	108	18%	108	15%	90	13%	78	18%	72	20%	120
8. Revenue Related	10%	60	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0
9. Loan Related Works	5%	30	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0
10. Tax Related Works	5%	30	10%	60	10%	60	10%	60	10%	60	10%	40	10%	60
11. Openion	10%	60		0		0		0		0		0		0
12. Audit Related	10%	60	7%	42	7%	42	7%	42	7%	42	7%	28	5%	30
13. Fly Ash Related		0		0	5%	30	5%	30	5%	30		0		0
14. Inter State	5%	30	10%	60		0	3%	18	5%	30	10%	40	0%	0
15. Cost A/c Related	5%	30	5%	30	7%	42	10%	60	10%	60	5%	20		0
16. Misc	15%	90	15%	90	15%	90	10%	60	10%	60	15%	60	10%	60
	100%	600	100%	600	100%	600	100%	600	100%	600	100%	400	100%	600