



M.P.POORV KSHETRA VIDYUT VITRAN CO. LTD.
2nd FLOOR, BLOCK No. 7, SHAKTI BHAWAN, JABALPUR
Phone No. 0761-2702932

No. CFO/EZ/A/c/2203

Jabalpur, dated 24 /12/11.

To,

M/s

Sub:- Engagement of CA Firms for Accounts related works on contract basis.

MP Poorv Kshetra Vidyut Vitran Company Limited, Jabalpur, one of the successor Companies of MP State Electricity Board, is engaged in business of Distribution of power in the Eastern part of MP, for which various activities like retail supply of electricity to consumers, construction and maintenance of LT & HT Lines, sub-stations etc, are undertaken. Apart from Head Quarter, Accounting Unit at its corporate office at Jabalpur, the Company has 6 (Six) Regional Accounting Units, at Jabalpur, Chhindwara, Sagar, Chhatarpur, Rewa and Sidhi. The company has LT & HT consumers Suppliers, Contractors whose transactions are being dealt at their respective accounting units as well as Head Quarter.

The Company intends to engage CA firm for the works relating to preparation of yearly Accounts, cost accounts and allied works of HQ and RAOs. CA firm which fulfills the prescribed criteria and offers most competitive and reasonable rates shall be engaged for this work. The period of contract initially shall be up to Sep-2012. The detailed scope of work and terms & condition is given in the Request for Proposal (RFP).

The detail of the RFP can be collected from the office of CFO-EZ Block no.-7 2nd Floor Shakti Bhavan, Jabalpur or can be downloaded from the company's website **www.mpez-electricity-discom.nic.in**.

Sd/-

Chief Financial Officer
MPPKVCL, Jabalpur

Request for proposal

PERIOD OF CONTRACT

The activities as detailed herein under are to be conducted for MPPKVVCL, Jabalpur for period upto Sep-12. However, the MPPKVVCL, Jabalpur reserves the right to extend the contract in whole or in part for a further period of one year at its discretion on the same terms and conditions. The above work shall be executed by full time professionals as per your technical proposal (minimum one Chartered Accountant and four qualified Assistants having qualifications of CA inter or M.Com) with requisite experience. The above professionals would have to work from our premises and must be available full-time during our normal office hours.

COST OF TENDER DOCUMENTS:-

The interested and eligible Chartered Accountant Firms should collect the tender document from Office of the Chief Financial Officer, MPPKVVCL, Block No.-7 2nd Floor, Room No -743 Shakti Bhawan, Jabalpur on any working day on or before 17/01/2012, between 11.00 AM to 5.00 PM on payment of Rs. 200/- (Rs. Two Hundred Only) by way of demand draft or can be download from website **www.mpez-electricity-discom.nic.in**. The Bidders who download the tender document should pay the fees of Rs. 200/- by way of a demand draft in separate envelope containing the “Tender fee” along with submission of the offer.

PROCESS FOR SUBMITTING OFFER

Keeping in view the job responsibilities and function, **qualifying criteria have been prescribed for selection of firm, which are as per annexure I. The broad scope of work covered under the contract is listed in annexure-II.**

The period of contract initially shall be for up to Sep-2012 thereafter, depending upon the performance and quality of the work, the job contract can be extended for further time period as per condition of Annex. III.

The offer for the work needs to be submitted in two separate envelopes i.e. one envelope containing qualifying criteria requirement(Annexure - I), commercial and technical details of the firm (Annexure-IV), and the other envelope containing the quoted fee along with cost sheet

(Annexure-V), Both the envelopes shall be put in another envelope which shall Bear superscription “**Offer for Account related work of MPPKVCL, Jabalpur.**” and submitted to the Chief Financial Officer on or before the prescribed due date i.e. **on or before 18/01/2012 up to 1.00 pm.** All the envelopes should be super scribed appropriately.

Firm should also submit their cost data in support of their quoted price. Please note that in case if some manpower is required by the company for some other Finance & Account work the firm shall make available the same to the Company, at the rate given in the cost sheet.

The techno-commercial offers will be opened on the same date at 3.00 pm before the representative of firm who wish to be present at the time of opening of offers. Offers containing quotation (fee) of the qualifying firms shall be opened after evaluation of technical bids. The date of opening of the same shall be intimated later on.

All the intending bidders for any queries or understanding regarding scope of the work & the functioning of the company may please contact Dy. Director (A/c) on his contact No.0761-2702922 or Accounts officer on his contact No. 0761-2702963. Further, the company reserves the right to accept or reject any offer without assigning any reasons therefore.

DUE DATES

Sl. No.	Activities	Due Dates
1	Commencement of sale of Tender document	28/12/2011
2	Last date for sale of Tender document	17/01/2012
3	Last date of submission of Bid (Bid Deadline)	18/01/02012
4	Opening of Technical Bids	18/01/02012
5	Opening of Financial Bids	Shall be intimated
6	Commencement of work (Tentative)	01/02/2012

Meeting and Progress Reports

1. The Dy. Director (A/c) at Head quarter and Sr. A.O/ RAO at field accounting units will be officer- in- charge for all the works / records related to this contract.
2. A monthly progress report of each RAO and HQ duly commented by the officer in charge shall be submitted by the firm to the Chief financial officer.
3. CA firm will have monthly meeting with each RAO and Dy. Director (A/c) at the O/o Chief financial officer regarding progress of the work and sort out any bottleneck.
4. The firm will submit all the request/corrections/modifications/suggestions in writing to the respective officer in charge.
5. All the correspondences made with the RAOs should also be invariably endorsed to the Chief Financial Officer. In case of any unresolved issue, the same will be reported to the Chief Financial Officer.

Encl:- As Above

Sd/-

Chief Financial Officer
MPPKVCL, Jabalpur

MINIMUM QUALIFYING CRITERIA

1. Registration : - The Firm should be registered with the Institute of Chartered Accountants of India
2. Existence : - The Firm should have been in existence for Minimum 7 years period as on 01.12.11
3. Type of Firm : - Firm should be a partnership firm consisting of at least three partners as on 01.12.11.
(One of whom should be FCA)
4. Semi Qualified Staff : - The Firm should have at least eight Semi Qualified Staff/Article (CA Inter or M.Com) on its roll.
5. Experience : - Should have experience of internal / statutory/ Taxation/ other experience of government companies / power sector.
6. Gross receipt : - The gross receipt of last year (i.e. 2010-11) should be more than Rs. 10.00 lakh.

NOTE: - Following documentary proofs in respect of above items need to be submitted along with the offer, otherwise, the offer is likely to be rejected.

1. Firm's status report issued by the ICAI as on 01.12.2011.
2. Latest partnership deed.
3. Details of CAs and Semi Qualified Staff CA (Inter) or M.Com along with documentary proof of appointment & experience.
4. Detail of experience along with copy of appointment letter.
5. Copy of annual audited financial statement for the F.Y. 10-11.

Scope of Work

A. For Field Accounting units:-Jabalpur, Sagar, Rewa, Chhindwara, Chhatarpur, and Sidhi

1. Pre audit of accounting vouchers with reference to GRN, Est. No., A/c Code, party code, amount, supporting documents etc. Suggest corrections and verification of corrections thereof on day-to-day basis.
2. Validation of computer data from the source documents, corrections etc. and report discrepancies/corrections to concerned RAO/AO for rectification. The rectification carried out is required to be checked by the CA firm.
3. Addition/Modification of all subsidiary registers to be /being maintained. Reconciliation of the same with the account and correction thereof on monthly basis. Training to our staff for proper maintenance of the same.
4. Monthly Bank reconciliation and clearance of outstanding entries.
5. Reconciliation and clearance of suspense codes.
6. Scrutiny of monthly Trial Balance and General ledgers with reference to nature of a/c code, amount, high value transactions, balance etc. and correction thereof.
7. Scrutiny of advance ledgers for recovery of overdue advances.
8. Scrutiny and correction of Works Register and Deposit Work accounts for proper accounting. Ensuring that supervision charges of all deposit works are accounted at the year end.
9. Scrutiny of works register for the assets capitalized during the year and Stores Accounts at RAO level to ensure that all the expenditures have been properly accounted.
10. Reconciliation of Inventory with store and account's records on monthly basis.
11. Reconciliation of all deductions i.e. TDS, Professional Tax, VAT, Input VAT rebate, Building Welfare Cess, LIC, Sewa Suraksha Nidhi, Recovery of Societies, DCPS and other statutory dues or deduction made by RAO.
12. Reconciliation of inter-unit account group 31 to 39 and ensure clearance of the same for which the action to be taken is to be advised to concerned Section/ department.
13. Year end provisioning of all expenses i.e. liability of payments to be made in the next financial year.

14. Assistance during Internal/Statutory/Supplementary/Cost/Tax Audit, preparation of reply to audit and compliance of audit observations.
15. All other necessary/ incidental activities shall be deemed to be included in the scope of services.
16. Ensuring proper accounting of scrap, scrap sell, Fixed Assets returned/issued by/to field, asset declared as scrap, augmentation works etc.
17. Scrutiny of Revenue Demand (LT/HT) with R-15.

B. For Head office

1. Preparation of Balance Sheet as per the revised schedule VI of companies act 1956.
2. Providing complete professional services for preparation and finalization of company's yearly accounts. The work would include scrutiny of trial balances of field accounting units(RAO's) preparation of consolidated trial balance at HQ, collection/scrutiny of other required inputs from Company HQ using the Company's Financial Accounting System, and taking all other necessary and incidental activities for finalization of the accounts as per applicable accounting standards and laws.
3. Liaison and Assistance during Internal/ Statutory/ Supplementary Audit by CAG/ Cost Audit, preparation of reply to audit and compliance of audit observations.
4. Checking of Bank reconciliation and clearance of outstanding entries.
5. Reconciliation and clearance of suspense codes.
6. Scrutiny of monthly/yearly Trial Balance and General ledgers with reference to nature of a/c code, amount, high value transactions, balance etc. and correction thereof.
7. Scrutiny of Fixed Assets register, works register for the assets capitalized during the year and deprecation ledgers of the accounting units, Stores Ledger at RAO level to ensure that all the expenditures have been properly accounted.
8. Reconciliation of inter-unit/ inter-company account group 31 to 39 and ensure clearance of the same for which the action to be taken is to be advised to concerned Section/ department.
9. Scrutiny of Revenue Demand (LT/HT) with R-15.

10. Preparing necessary workings, vouchers and other works related to finalization of accounts.
11. Checking of monthly/ quarterly returns of Income Tax, Service Tax, VAT, Professional Tax, CST, and any other state or central tax of all RAO's and HQ.
12. Reconciliation of all statutory deduction i.e. TDS, Professional Tax, VAT, Input VAT rebate, Labour Welfare Cess, LIC, Sewa Suraksha Nidhi, Recovery of Societies, DCPS etc.
13. Providing complete professional services in relation to taxation matters. The work would include calling of data from field offices, timely and correct preparation/filing of tax returns, general liaison, and representing company before concerned authorities etc. in respect of Entry Tax, Income Tax, Service Tax, VAT, Professional Tax, CST, Advance Tax and any other state or central tax.
14. Reconciliation and clearance of Inter Unit Accounts of the current year latest by 31st July of next year.
15. Year-end provisioning of all expenses i.e. liability of payments to be made in next financial year.
16. Submit account code-wise variance analysis report.
17. Preparation of Cost Accounts at HQ level based on the Financial Accounts.
18. Assist on any other issue related with Finance and Accounts, required by the Company.
19. All other necessary/ incidental activities related to finalization of accounts shall be deemed to be included in the scope of services.

TERMS AND CONDITIONS FOR ACCOUNTING WORKS.

(In addition to those mentioned elsewhere)

1. Your 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.
2. All the reports/statements/documents etc. shall be furnished in soft & hard copy. The firm shall authenticate all the corrections/ calculations.
3. The lump-sum fee shall include all the charges. Travelling expenses and allowance shall be paid extra for the visits of your professionals under taken as per directions of Dy. Director(A/c) will also be paid extra (on production of original bill). As per the norms of the company. CAs shall be entitled for charging out of Jabalpur visits as applicable for class-I officers of the company and other staff as applicable for class-II officers of the company.
4. **SECURITY DEPOSIT:** The Successful firm is required to deposit Security deposit amount equal to 10% value of the contract, only in the form of DD in favour of “Sr.AO, MPPKVVCL, Jabalpur” for faithful completion of the contract .
 - a. The Security Deposit shall be returned within one month period after successful completion of contract.
 - b. No interest on the Security deposit shall be payable.
5. **PENALTY:**The Company, at its discretion, may impose lump-sum penalty on the firm for (i) non-completion of contracted work and (ii) non-adherence to the time schedule for completion of Job of finalization of Annual Accounts for 2011-12. The quantum of such penalty shall be @ 2% of contract value for every week of delay beyond 30/07/2011 subject to maximum of 25% of Contract Value. Further if the MPPKVVCL suffers, or likely to suffer, any loss or damage, or if the liability of any kind is imposed or likely to be imposed on MPPKVVCL 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. In any such case resulting in any dispute the decision of CMD, MPPKVVCL shall be final and binding on the Firm.
6. **Submission of bill:** - Payment shall be made on submission of the bills duly certified by the competent Authority of the company (i.e concerned RAO or AO(A/c) at HQ) within 45 days from the date of bill submission in this office or in queue whichever is later. The

bill in triplicate shall be submitted to this office. The RAO Jabalpur shall pay the bills as per contract. The TDS shall be deducted as per rules.

7. **Payment of fee:-** Payment of fee shall be released in three installments as mention in the table below. Work has to be completed in the stipulated time as mention in the scope of the work and terms and condition given in the tender document. Total fee shall be worked out on the basis of monthly fee considering assignment period up to Sep.-12

S. No.	Release of Fees	Percentage of the total fee quoted
1	After scrutiny of trial Balance of all unit up to Dec.- 2011	20%
2	After submission of Balance sheet to the Statutory Auditor	30%
3	Final payment after one (1) month from the date of AGM.	50%

8. It may be ensured by the firm that the contracted work is carried out only through employees / Partners / Articles of your firm. If it comes to our notice that the assignment has been carried out by any other firm/ person (sub-contracted), the appointment is liable to be cancelled.
9. The Company may at its options consider extension of the contract of accounting work for further period at the same rate and terms & conditions and such an extension of contract would be binding on the firm.

10 Termination of Contract:- The company reserves the right to terminate the contract at any time giving 15days' notice to the firm, in case the services/performance of the firm is not found satisfactory. In such case:-

- The incomplete works of the contract shall be got carried out at the risk and cost of the Firm.
- The Security deposit amount available with MPPKVVCL shall be forfeited.
- No payment, what so ever for the work completed shall be made to the Firm.

11 The Company shall not be responsible for payment of any compensation to the employees of the Firm for any accident/ injuries/ loss during the working hours or transit in the field.

12 Disputes:- In case of any dispute arising out of this contract, which could not be resolved mutually by the Firm and CFO, MPPKVVCL, the matter may be decided by an arbitrator to be appointed as per provisions of the Arbitration Act.

13 Jurisdiction of Court: The unresolved disputes can be raised /tried in competent court at Jabalpur only.

COMMERCIAL / TECHNICAL DETAILS OF FIRMS

S.No	Particulars	Details to be Furnished		
1.	Details of the Prime Applicant (Firm)			
	Name of Firm			
	Location & Address of office			
	Telephone			
	Email			
	Date of Registration of Firm			
	Registration Certificate No			
	No of Years of experience			
	Total No of Partners of Firm			
	Number of CA Partners			
	Number of FCA Partners			
2.	Details of the Authorized Person/ Partner			
	Name			
	Address			
	Telephone/ Email			
3.	Details of the Partners			
	Name of Lead Partner for the project			
	Experience in Years			
	Address			
	Telephone / Email			
	Name of Other Partners			
	Name			
	Experience in Years			
4	Number of other fully qualified staff (also indicate their respective qualification and period of service with the firm)	Name	Qualification	Experience
5	Number of Articles as on 01.12.2011	Name	Qualification	Experience

6	Names & Addresses of major clients	(Attach separate sheet, if required).	
7	Gross Receipt of last three years	Year	Amount (Rs. in lakh)
		2010-11	
		2009-10	
		2008-09	
8	Other details, if any regarding the firm		
9	Bank Details of the firm		
		Bank A/c no.	
		IFS code	
		Branch code	
		MICR No.	

Note 1: Please add more fields if numbers of partners/ Staff/ Articles are more.

Note 2: Please enclose copy of firm's registration certificate, partnership deed, and detailed profile of the firm, brief history, and latest certificates of practice of the partners, membership certificate of partners from ICAI and other required documents.

 (To be signed by an authorized signatory of the Firm, along-with seal of firm)

Title of Authorized Signatory -

Name of Firm-

Date and Place –

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QUOTED FEE & COST SHEET

(To be submitted in a Separate sealed envelope)

A. Quoted Fees:-

S. No	Particulars			
1.	Name of the firm			
2.	Fees Detail	Monthly Fees for the work Except Service Tax	Taxes	Total fees for the month
Basic Rates per month				
Total Monthly Fee In words:-				

B:- Details of quoted fees (Indicative Only)

S. No	Particulars	Amount
A	C.A.	Rs.....
B	Articles (C.A. Inter/ M.Com)	Rs.....

Note 1: The proposal shall be submitted as a 'fixed price' quote for the deliverables specified in this document along with the detailed cost break-up as specified below.

Note 2: All prices should be in INR and shall be specified in both figures and words.

Note 3: Quoted fee as per 'A' above shall form the basis for deciding lowest offer.

(To be signed by an authorized signatory of the Firm, along-with seal of firm)

Title of Authorized Signatory -
Name of Firm-
Date and Place –