



PUNJAB STATE TRANSMISSION CORPORATION LIMITED

Regd. Office: PSEB Head Office, The Mall Patiala-147001, Punjab, India.

Corporate Identity Number: U40109PB2010SGC033814 (www.pstcl.org)

(Office of Financial Advisor PSTCL, Patiala)

3rd Floor, Opp. Kali Mata Mandir, Shakti Sadan, Patiala.

Fax/Ph.No.0175-2970183 Email: fa@pstcl.org

**LIMITED TENDER ENQUIRY NO.13/FA/BUDGET/CA-II/PSTCL/2018-19 dated 09-08-2018
FOR APPOINTMENT AS COST ACCOUNTANT FOR DEVELOPMENT AND
MAINTENANCE OF COST RECORDS FOR FY 2017-18 AND FY 2018-19**

Sealed limited tenders/quotations are invited from practising Cost Accountants or Firms of practising Cost Accountants as defined in clause (b) of sub-section (1) of section 2 of the Cost and Works Accountant Act, 1959 (23 of 1959) who have their registered offices situated in Punjab and Chandigarh and which has been in existence for at least five (5) years for development and maintenance of Cost Records of the Corporation for FY 2017-18 and FY 2018-19 as required under the Act read with Companies (Cost Records & Audit) Rules notified by Government of India, Ministry of Corporate Affairs as amended from time to time.

Issuing Authority	Financial Advisor, PSTCL, Patiala.
Tender Specification No.	13/FA/BUDGET/CA – II/PSTCL/ 2018-19
Place	Patiala.
Short Description	Appointment of Cost Accountant for maintenance of Cost Accounting Records of PSTCL for FY 2017-18 and 2018-19 which includes collection of data, development and maintenance of Cost Accounting Records, preparation and submission of cost statements and reconciliation of cost records with financial record as required under Cost Accounting Records (Electricity Industries) Rules as amended from time to time notified by the Govt. of India, Ministry of Corporate Affairs (MCA).
Completion Period	As per Central Government (MCA) norms.
Eligibility Criteria	As mentioned above.
Last date and time of Tenders receipt	31.08.2018 at 3:00 PM
Date and time for Opening Tenders	31.08.2018 at 3:30 PM
Minimum Fees for the assignment (as per ICAI, Kolkata notification dated 19 th April 2017)	25,000/- per year inclusive of TA & DA plus other statutory levies to be paid extra as applicable from time to time.

Earnest Money Deposit (EMD)	2% of tender value subject to minimum of Rs.5000/- in the shape of Bank Draft in favour of Accounts Officer/Cash, PSTCL, Patiala payable at Patiala.
URL for Additional Information	www.pstcl.org

TERMS & CONDITIONS

1. Tender specification can also be downloaded from PSTCL website www.pstcl.org .
2. The tender must be complete in all respects.
3. All tenders must be accompanied by earnest money @2% of tender value subject to minimum of Rs.5000/- in the shape of Bank Draft in favour of Accounts Officer/Cash, PSTCL, Patiala payable at Patiala. In case of successful bidder, Earnest Money shall be converted as security deposit for faithful execution of the contract which will be refunded within 30 days thereafter. No interest will be payable on the amount of security deposit. For other unsuccessful bidders, the Earnest Money shall be refunded within 30 days of the award of contract to the successful bidder.
4. Tenders shall be submitted in two parts:-

Part-I	Earnest Money
Part-II	Price/Qualifying Bid

Each part shall be sealed in a separate envelope. On first envelope Part-I 'Earnest Money' for Tender Enquiry No.13/FA/Budget/CA-II /PSTCL /2018-19 dated 09.08.2018 due for opening on dated 31.08.2018 and on second envelope Part-II 'Price/Qualifying Bid' against Tender Enquiry No.13/FA/Budget/CA-II /PSTCL /2018-19 dated 09.08.2018 shall be clearly written. Envelope marked **Part-I, 'Earnest Money'** shall be opened first and if the earnest money is found in order only then the IInd envelope marked as **Part-II, 'Price/Qualifying Bid'** shall be opened.

5. Earnest Money Deposit (EMD) shall not accepted through cheque.
6. Sealed quotations along with the profile of the firm, documents in support of complying for or the eligibility criteria may be handed over either personally or delivered through registered post to the undersigned so as to reach this office before the last date/time of tender receipt.
7. Tender received without earnest money, incomplete and late tenders shall liable to be rejected.
8. Conditional Tenders shall not be accepted.
9. Tender received telegraphically through telex or Fax/e-mail shall not be accepted.
10. The Competent Authority reserves the right to reject any or all tenders without assigning any reason. PSTCL will not be responsible for payment of expenses or losses incurred by the tenderer, if any, in preparation of the tender.
11. In case, the last date of receipt of the tender happens to be a holiday, the tenders will be received and opened on the next working day at the same time and place.

12. The officer inviting tenders or an officer deputed by him may extend the due date for receipt of tenders in case of poor response defined by receipt of less than three quotations up to the fixed time or under any unforeseen situation.
13. Tender documents once submitted shall not be returned.
14. Tenders shall be signed by the owner or person holding power of attorney by him to do so.
15. The lump-sum professional charges, inclusive of TA & DA plus other statutory levies will be paid extra as applicable from time to time which will be quoted for each year separately.
16. The Tenderer shall submit his personal profile along with tender/quotation on prescribed tender form attached therewith and if found un-satisfactory, his tender documents shall be rejected.
17. The records and information contained therein shall satisfy the requirement regarding maintenance of Cost Accounting Records as specified in the Government of India notification/(Electricity Industry) Rules 2001.
18. The offer should be valid for 120 days from the date of opening of bids.
19. The firm must hold a valid GST Registration Number.
20. All other terms and conditions shall apply as specified under Works Regulations, 1997.
21. Tenders shall be opened at **03.30 PM. On 31.08.2018** in the office of **Financial Advisor, 3rd Floor, Shakti Sadan, Opp. Kali Mata Mandir, PSTCL, Patiala** in the presence of Tenderers or their authorized representatives who wish to witness the opening of tenders on production of letter of authority and they will append their signatures in the Tender Register in token of their presence.
22. **Payment Terms:**
Payment of Professional Charges shall be as under:
 - (i) 60% on submission of Draft Cost Sheets/Cost Accounting Records for all accounting/cost centres and for the Corporation as a whole based on Un-Audited Annual accounts.
 - (ii) 40% on submission of Final Cost Sheets/Cost Accounting Records for all accounting/cost centres and for the Corporation as a whole based on Audited Annual accounts.

Payment shall be released within 30 days after the submission of bill duly complete in all respects or acceptance of draft/final Cost Sheets/Cost Accounting Records for all accounting/cost centres and for the Corporation as a whole based on un-audited/audited accounts whichever is later as the case may be.

23. **Time Schedule for Completion of Assignment:**

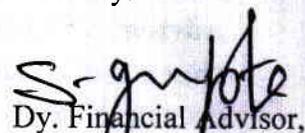
- (i) Draft Cost Sheets/Cost Accounting Records for all accounting/cost centres and for the Corporation as a whole based on Un-audited Annual Accounts shall be submitted within the 45 days from the date of submission of Un-audited Annual Accounts of the Corporation.
- (ii) Final Cost Sheets/Cost Accounting Records for all accounting/cost centres and for the Corporation as a whole based on Audited Annual Accounts shall be submitted within the 30 days from the date of submission of audited Annual Accounts of the Corporation.

24. **Penalty for Delay**

The time allowed for carrying out the work as prescribed above shall be strictly observed by the professional firm as mentioned above with all the due diligence (time being deemed to be the essence of the contract on the part of the firm). If any delay is made in submission of Complete Cost Accounting Records required under the Act to the satisfaction of PSTCL, the firm shall be liable to pay penalty an amount equal to one half percent (0.5%) of contract value for every week, the work remain unfinished after the contract completion period subject to maximum of 10% of the contracted professional charges.

25. All the statutory deductions shall be made at the time of release of payments.

26. **Jurisdiction of courts:-** Any dispute arising out of or in respect of the contract will be subject to the jurisdiction of Punjab and Haryana High Court Only.


Dy. Financial Advisor,
PSTCL, Patiala.



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PERFORMA FOR SUBMISSION OF TENDER

1. Name of Applicant (FIRM)	
2. Date of Establishment of Firm	
3. Address	
4. Experience (in No. of Years)	
5. Membership No. as Cost and Management Accountant with ICAI Kolkata.	
6. Membership valid upto	
7. Certificate of practice number (as Cost Accountant) and date of Issue (attach copy)	
8. Certificate of practice as Cost Accountant valid upto (attach copy of working as Cost Accountant)	
9. Email Address	
10. Phone/Mobile No.	
11. GST Registration Number	
12. Details of PAN (Attach Copy)	
13. Scope of work	To prepare and maintain Cost Accounting Records of PSTCL for FY 2017-18 and FY 2018-19 which includes collection of data, development and maintenance of Cost Accounting Records, preparation and submission of cost statements and reconciliation of cost records with financial record as required under Cost Accounting Records (Electricity Industries) Rules as amended from time to time notified by the Govt. of India, Ministry of Corporate Affairs.

14. Amount Quoted (inclusive of TA & DA plus other statutory levies will be paid extra as applicable from time to time.)

Sr. No.	Year	Amount Quoted (In figures)	Amount Quoted (In words)
1.	2017-18		
2.	2018-19		

15. Details of experience (assignments done or in hand). (Attach separate sheet, if necessary) (Attach Supportive documents like certificate of completion of assignments done).

16. Details of EMD

Particulars	Amount of Draft Payable at Patiala	Demand Draft No.	Date of issue of Demand Draft	Name of the issuing Bank
Earnest Money Deposit (EMD)				

17. Any other Details (attach separate sheet, if required)

I/We hereby submit that all the details furnished in the tender are correct and true.

I/We shall also abide myself/ourself to the terms and conditions of Tender Specifications issued by PSTCL for preparation and maintenance of Cost Accounting Records required under the Act as amended from time to time.

Place:

Date:

Signature
(With Stamp)

List of Documents to be attached:

1. Self –Attested Copy of Certificate of Practice.
2. Self –Attested Copy of Certificate of Membership.
3. Self –Attested Copy of PAN Card.
4. Self –Attested Copy of proof of GST Registration Number.
5. Self –Attested Copy of proof of experience like certificate of completion of assignments done.
6. Self –Attested Copy of proof of Date of Establishment of Firm.
7. Demand Draft for EMD in a separate envelope.