

NIT/TENDER NOTICE


Dated:- 01-04-2022

Online bids under two cover system Cover A (Technical Bid) and Cover B (Financial Bid) are invited on behalf of Managing Director Jammu and Kashmir State Power Development Corporation (A public Sector enterprise of the Government of India), under secure e-procurement procedure from eligible Cost Accountants registered with the Institute of Cost Accountants of India (ICAI) and possess the Permanent Account Number (PAN) for "Hiring of Cost Accounting Firm" on open tender basis through Gem.

1. The complete bid document can be viewed and downloaded from Gem Portal.
2. The bid online is to be submitted on Gem portal up to bid submission closing date and time of tender. The brief details of the tender are tabulated as under:-

Sno.	Item	Description
1.	Publishing Date and time	04-04-2022
3.	Mode of Tendering	Gem
5.	Last date and time for submission of online bid	13-04-2022 4:00 P.M
6.	Online Bid opening Date and time (Cover-A)	16-04-2022 at 12:00 P.M
7.	Price bid opening Date and time (Cover-B)	To be intimated separately to the bidders whose technical bid shall be found responsive/most probably after two days of opening of Technical Bid
8.	Place of opening bid	General Manager Accounts, Corporate office JKPDCL near exhibition Ground Srinagar
9.	Bid Validity	120 days

No:- PDC/Fin/ 02-04
Dated:- 01-04-2022


General Manager Accounts
J&K Power Development Corp
Srinagar

Copy to the :-

1. Director Finance JKSPDCL for information.
2. DGM (Accounts and Finance) Corporate Office JKSPDCL Srinagar for information.
3. P.A to Managing Director for information to Worthy Managing Director JKSPDCL

**NOTICE INVITING TENDERS THROUGH Gem PORTAL FOR
APPOINTMENT OF COST ACCOUNTING FIRM FOR PREPARATION OF COST
RECORDS FOR FINANCIAL YEARS
2019-20 to 2021-22**



*The Jammu & Kashmir State Power Development Corporation Limited
(A Government of Jammu & Kashmir undertaking)
Corporate Office: - Exhibition Ground, Opposite Civil Secretariat, Srinagar-190001
Camp office: -Ashok Nagar, Satwari, Jammu-180004*

IMPORTANT INFORMATION

Table A: - Important Information about NIT through Gem Dated 01.04.2022

Item Description	Notice inviting Tenders through Gem portal for the appointment of Cost Accounting firm for preparation of Cost records of JKSPDCL for the period 2019-20 to 2021-22
Site Location	Corporate Office, Jammu and Kashmir State Power Development Corporation Ltd, Srinagar/Jammu
Date of publishing of tender	04-04-2022
Availability of Tender Document	Available on Gem Portal
Tender system	Sealed Tenders are invited in two covers i.e. Cover A: - Technical bid and Cover B: - Financial Bid.
Cost of E-Tender Document	Nil
Earnest Money Deposit (EMD)	Nil
Period of Assignment	Financial Year 2019-20 to 2021-22 (03 years)
Opening of Technical and Financial Bids	Technical bid shall be opened on 16-04-2022 and date of opening of financial bids shall be intimated to successful technical bidders separately /most probably two days after opening of Technical bid.
Venue and Time of Tender Opening	General Manager (Accounts), Srinagar, Corporate Office, Jehangir chowk, JKSPDCL, Kashmir-190001 at 12:00PM
Contact officer for correspondence and clarifications	<i>Abdul Salam Kumar</i> General Manager, Account, Srinagar. Exhibition Ground, Corporate office, JKSPDCL, Srinagar-190001 Cell no:- 7006356437, 9797799025, Email:-gmasgr@gmail.com,



1. Introduction

- 1.1. Jammu and Kashmir State Power Development Corporation Ltd (JKSPDCL), a public sector undertaking of the Government of Jammu & Kashmir (J&K), is a power generation utility having projects located across UTs of J&K and Ladakh.
- 1.2. The Corporation intends to appoint a Cost Accounting firm for preparation of Cost Accounting Records of the FYs 2019-20, 2020-21, 2021-22. In this context, bids are invited from the eligible firms through Gem portal on behalf of the Managing Director, JKSPDCL, Srinagar from the Cost Accountant firms to perform below mentioned assignment.

2. Scope of work:-

The Scope of work is detailed as under:-

- 2.1. Preparation and maintenance of proper cost records as per the Cost Accounting records (Electricity Industry) Rules, 2001 of the FYs 2019-20, 2020-21, 2021-22 and be in adherence to the subsequent amendments, orders/clarification and notification thereon, issued from time to time by Ministry of Corporate Affairs, Govt. of India and the Cost Accounting Standards issued by the Institute of Cost Accountants of India.
- 2.2. Preparation of all the proformas as required under relevant Cost Accounting Record Rules.
- 2.3. Preparation of all the annexures to Cost Audit Report Rules, 2011 and subsequent amendments made from time to time.
- 2.4. To give a true and fair view of the cost of operation and margin of all those items for which cost records are statutorily required to be maintained.
- 2.5. Records have to be maintained in conformity with generally accepted Cost Accounting Principles and Cost Accounting Standards issued by the Institute of Cost Accountants of India to the extent that these are found to be relevant and applicable.
- 2.6. Cost records have to be reconciled with the Audited Financial Statements.
- 2.7. Filing of Compliance Report as per prevailing statutory requirements to the central Government within the prescribed time limit, if required. Firm will be responsible for replying to Queries if any, regarding maintenance of Cost records/ Compliance report, received from Ministry of Corporate Affairs.

3. Qualifying criteria:-

Bidders should meet the following criteria:-

- 3.1. Only firm of Cost Accountant/s registered with the Institute of Cost Accountants of India (ICAI) and holds a constitution certificate shall be considered for engagement of preparation & maintenance of Cost Accounting records.
- 3.2. Only firms having registered office located in northern region can apply.
- 3.3. Minimum 5 years or above working Experience. Eight years will be reckoned from the date of constitution of the firm to 31-01-2022. Experience of the firm shall strictly be considered from the date of the constitution of the firm as mentioned on the constitution certificate.

4. Base of Work:-

- 4.1. The base of work shall be JKSPDCL Corporate Office, Jammu & Srinagar locations.
- 4.2. The assignment shall be completed within three (03) months from end of the relevant financial year. However, the cost records for the FY 2019-20 shall be submitted within three month from the date of letter of award (LOA).

5. Remuneration:-

- 5.1. *The bidders should submit their offer as per the following Price Bid format:-*

Price Bid format:-

Description	Amount (year wise)		
	FY 2019-20	FY 2020-21	FY 2021-22
Professional fees and other charges, if any, for the scope of work as per the terms and conditions of the tender			
Total (in figures)			
Total (in words)			

- 5.2. Professional fee quoted shall be inclusive of all travel, stay, office expenses, out of pocket expenses, cost of producing documents, making Power Point presentations before JKSPDCL and other state level forums as may be required or any other sundry charges, etc. excluding GST.
- 5.3. The Corporation will not be required to pay and/or reimburse anything over and above the contract price.
- 5.4. The offer should include all tax liability under Income tax Act, 1961. However, GST will be paid extra to the firm on the professional fee quoted.
- 5.5. The price quoted by the firm shall be firm and final.
- 5.6. *The council of Institute of Cost Accountants of India vide its decision dated 18th of April 2017 has issued guidelines for minimum fee for participating in tender procedure for its practicing member. On the basis of such guidelines, minimum preparation of Cost Records fees (excluding GST) will be Rs. 80,000/- (Eighty thousand only) per year. No other charges, except GST shall be paid extra. However, if any firm quote fees less than Rs. 80,000/- (Rs. Eighty thousand only), their offer will not be accepted and rejected.*

6. Payment Schedule:

- 6.1. 90% of the contract amount of relevant year shall be made after preparation and maintenance of cost accounting records and all relevant proformas and annexures of the FYs 2019-20, 2020-21 and 2021-22.
- 6.2. Balance 10% amount of relevant year shall be released after filing of Compliance Report as per prevailing statutory requirements to the central Government if required, replying

to queries if any, regarding maintenance of Cost records/ Compliance report, received from MCA/ Government and completion of Cost audit.

7. Arbitration

In case a dispute arises between the parties as to the terms and conditions of contract agreement, the same shall be resolved by mutual discussion of the parties concerned. In case the parties fail to reconcile, the matter shall be referred to an independent Arbitrator who shall be jointly appointed by both the parties. The proceedings shall be governed under the J&K Arbitration and Reconciliation Act 1997.

8. Submission of offer

The list of documents to be uploaded in the e-technical bid by the firm is as under: -

- ✓ Standard format for submission of technical details as per the **Annexure 'A' attached.**
- ✓ The firm shall furnish the undertaking in devised format as **Annexure 'B'** in judicial paper of Rs 100.
- ✓ Constitution/ Registration certificate of the firm issued by the Institute of Cost Accountants of India. Information related to year of establishment of Head office, addresses, details of partners and their membership nos. etc.as indicated in the certificate will be treated as conclusive and final information for evaluation of bids.
- ✓ Copies of appointment orders for Cost audit/Cost Records preparation in evidence of experience.
- ✓ All the bids will be evaluated on the basis of the documents furnished along with application only.
- ✓ All submitted documents should be signed by a partner with his name and under the seal of the firm.

"The financial bid shall be quoted through Gem Portal.

Pertinently, the bidders have to upload bid documents as specified above on Gem Portal and there is no need to submit the hardcopies of technical and financial bids to the office.

9. Other Terms and Conditions

- 9.1 The Firm must not sub-contract the work
- 9.2 The Firm will work in strict confidence and will ensure that the information in respect of the operation of the Area/Unit is dealt in strict confidence and secrecy.
- 9.3 The successful firm shall be required to sign a Contract Agreement with JKSPDCL for completion of the job and shall furnish a performance security in the shape of D.D @ 5%(Five Percent) of the allotted cost in favour of General Manager Accounts, Corporate office JKSPDCL Srinagar or the firm can also make online transfer to JKSPDCL's official account No:- 0005010100005196. The receipt of the acknowledgement may be uploaded with technical documents of the tender. Performance security shall be returned only on successful completion of the Contract.
- 9.4 Failure of successful bidder to furnish Performance Security within 14 days of receipt of Letter of Award (LOA), shall constitute breach of contract, cause for annulment of the

award, forfeiture of Bid Security and JKSPDCL may resort to award the contract to next ranked bidder.

- 9.5 The Bidder shall bear all costs associated with the preparation and submission of its bid and JKSPDCL will in no case be responsible or liable for those costs regardless of the outcome of bidding process.
- 9.6 JKSPDCL reserves the right to accept or reject any bid, and to annul the process and reject all bids, at any time prior to the award of contract, without thereby incurring any liability to the affected bidder or bidders.
- 9.7 JKSPDCL shall reserve the right to terminate the Contract at any point of time if it is convinced that the appointed firm has defaulted in timely supply of the services. In the case of default in timely performance of assignment or unilaterally withdrawal from the assignment, penalty of 5% of the cost of the assignment shall be levied and strict action will be taken against the firm.
- 9.8 The Contract shall be awarded to the bidder whose bid has been determined to be substantially responsive to the bidding documents and who has offered the lowest bid.
- 9.9 Soft copies of all the documents prepared during the execution of job including linked excel based files containing cost records and its backup shall be submitted to the JKSPDCL.
- 9.10 The successful bidding firm shall be required to perform onsite role at JKSPDCL Corporate Office located in Jammu & Srinagar.
- 9.11 Taxes shall be deducted at source as per applicable laws.

For & on behalf of JKSPDCL Ltd.

(Abdul Salam Kumar)
General Manager Accounts
JKSPDCL, Corporate Office,
Srinagar.

No:-JKSPDCL/Fin/ 05-07
Date: 01-4-2022

Copy to the:-

1. Director Finance, JKSPDCL.
2. Company Secretary, JKSPDCL
3. PS to MD for Information of worthy Managing Director, JKSPDCL.

Annexure ' A' to NIT _____ dated _____
Standard format for submission of Technical Bid

1. Name and address of the firm
(Contact no.)
2. Year of Establishment
3. PAN & GST No:-
4. (a) Number of Partners (Full Time) :
(b) Name & Address of the Partners :
(Including Practicing Membership Number)

5. Details of Experience in Power Sector Companies.

S. no	Name of the Company / Unit	Year of Audit/ records	Status of company (PSU/others)
1.			
2.			
3.			
4.			

6. Details of Experience in PSUs/government companies or other companies (Other than Power Sector):-

S. no	Name of the Company / Unit	Year of records
1.		
2.		
3.		
4.		

(Please provide self-attested copy of the documentary evidences for S.No. 5&6 above)

7. Bank details of NEFT/RTGS:-

1.	Bank Name	
2.	Branch Name and Address	
3.	Bank Account Number with style of account, Saving/ Current	
4.	IFSC Code No. Of the Bank	

8. We confirm that we have not taken any deviation from the specified terms & conditions, of the NIT documents. A copy of complete NIT document duly signed and sealed on all pages as a token of acceptance of all terms & Conditions are attached.

**Signature of Partner with
Name & Seal of the firm.**

Annexure 'B' to NIT No. dt:-
Undertaking

We hereby confirm that all the documents submitted in this tender are authentic, genuine copies of originals and have been issued by the issuing authority mentioned above and no part of the document(s)/information is false, forged or fabricated,

We hereby confirm that our bid complies with the total technical-commercial requirements/terms and conditions of the tender and subsequent addendum/corrigendum (if any), issued by JKSPDCL, without any deviation/exception/comments/assumptions.

We also confirm that we have quoted the rates without any condition and deviation.

We hereby confirm that we are not under any liquidation, any court receivership or similar proceedings and bankruptcy.

We hereby confirm that any partner/Director of the entity have not been convicted in any disciplinary proceedings/criminal case by regulatory authority(ies)/court in connection with professional work.

We further confirm that we have not been in negative list/blacklist by any public sector undertaking/Govt. organization/ JKSPDCL.

We hereby confirm that we have not been banned/de-listed/debarred from business by any PSU/Govt. Department during last 03 (three) years.

We also confirm that the contents of this tender have not been modified or altered by us. We agree that any noticed in future, our bid may be rejected/terminated.

We hereby confirm that we have gone through and understood the tender document and that our bid has been prepared accordingly in compliance with the requirement stipulated in the said document.

We further confirm that we have quoted our rate in electronic mode through Gem portal. We confirm that rate quoted by us includes rate for all services excluding GST as mentioned in the tender document.

Stamp & Signature of Bidder

Name of Bidder

Note: To be stamped and signed by the signatory on letterhead of bidder