

TENDER SPECIFICATION



MADHYA PRADESH POWER GENERATING COMPANY LTD.

MPPGCL/TENDER No. 2022_MPPGC_234429

DUE ON 02.01.2023

TENDER FOR ENGAGING OF SERVICES OF CHARTERED ACCOUTANTS /COST ACCOUNTANTS FOR PREPARATION OF FIXED ASSETS REGISTER AND PHYSICAL VERIFICATION OF ASSETS OF MPPGCL FOR FINANCIAL YEAR 2022-23 and 2023-24.

**OFFICE OF EXECUTIVE DIRECTOR
(O&M:Generation)
MADHYA PRADESH POWER GENERATING CO. LTD.
BLOCK NO.6, SHAKTI BHAWAN,
JABALPUR**

(1) INTRODUCTION

Madhya Pradesh Power Generating Company Limited (MPPGCL) is a wholly owned company of Government of MP, engaged in generation of electricity in the State of Madhya Pradesh through its Thermal & Hydel Power Station.

The details of MPPGCL are as under:

S. No.	Thermal / Hydel Power Station & Capacity	Account Unit
(A)	Thermal Power Stations :	
1	Amarkantak Thermal Power Station, Chachai - 210 MW	Joint Director/RAO, ATPS, Chachai
2	Sanjay Gandhi Thermal Power Station, Birsinghpur - 1340 MW	Joint Director/RAO, SGTPS, Birsinghpur
3	Satpura Thermal Power Station, Sarni -1330 MW	Joint Director/RAO, STPS, Sarni
4	Shri Singaji Thermal Power Project, Dongalia - 2520 MW.	Joint Director/RAO, SSTPP, Khandwa
(B)	Hydel Power Stations	
1	Rajghat HPS, Chanderi - 3 x 15 MW	Joint Director (COG&HS), Jabalpur
2	Gandhi Sagar HPS, Gandhi Sagar - 5 x 23 MW	
3	Pench TPS, Totladoh - 2 x 80 MW	
4	Madhi Kheda HPS, Shivpuri - 3 x 20 MW	
5	Rani Avanti Bai Sagar HPS, Bargi Nagar - 2 x 45 MW	
6	Tons HPS, Sirmour - 3 x 105 MW	Joint Director/RAO, Sirmour
7	Bansagar-II HPS, Silpara - 2 x 15 MW	
8	Bansagar-III HPS, Deolond - 3 x 20 MW	
9	Bansagar- IV HPS, Jhinna - 2 x 10 MW	
10	Birsinghpur HPS, Birsinghpur -1 x 20 MW	Joint Director/RAO, SGTPS, Birsinghpur
(C)	Corporate Offices at Head Quarter, Jabalpur	
1.	Office of E.D. (O&M:Gen.)	Joint Director (COG & HS)
2	Office of E.D. (Fuel Management)	
3	Office of E.D.(Engineering)	
4	Office of E.D.(HR&A)	
5	Office of E.D.(Civil :Engg.)	
6	Office Of Chief Financial Officer	
7	Office of C.E.(Material Management)	Joint Director (COG &

8	Office of C.E. (Corporate Services)	HS)
9	Office of C.E.(Project:Generation)	
10	Office of C.E.(R&M)	
11	Office of C.E. (O&M:Hydel)	
12	Office of Addl. C.E. (Gen.:Store)	
13	Office of Addl. C.E. (SI &H.M.)	
14	Office of Sr. Accounts Office (COG&HS)	

(2) **SCOPE OF WORK**

M.P. Power Generating Company intend to engage the services of reputed firms for **Preparation of Fixed Asset Register and Physical Verification of Assets of MPPGCL for FY 2022-23 and FY 2023-24 of Chartered Accountant/Cost Accountant** having experience of preparing fixed assets register & physical verification of assets.

MPPGCL intends to entrust the following works to competent agency having adequate experience in the field.

- (i) Preparation and updating of existing Fixed Assets register as per requirement of Companies Act 1956 & 2013 and latest amendments applicable for power generation companies. The Fixed Assets register should also be as per Accounting Standards applicable for power generation companies. It should clearly show separately addition, deletion and depreciation in respect of land and building, Hydraulic works, other civil works, plant and machinery, cables & networks, vehicles, furniture & fixtures and office equipments etc. and their further division station –wise or other suitable basis showing their locations and custodian offices.
- (ii) Thus preparation of Fixed Assets register should be such that it complies all requirement of Companies Act, any other statues and IND-AS.
- (iii) MPPGCL has station wise Trial Balance which has account code wise balances, following is required to be done: -
 - (a) The Assets should be physically verified – **Opening as on 01.04.2022 and subsequent additions.**
 - (b) Identify present fixed Assets and provide Assets identity mark on the Assets.
 - (c) Assign appropriate value to various fixed Assets to be incorporated as identified asset in the Fixed Assets Register.
 - (d) Link one to one with physical assets and books of accounts, for the purpose of assigning values to fixed assets.
- (iv) To provide up to date Fixed Assets Register in Soft copy as well as **hard copies. MPPGCL has power station wise Asset register updated upto 31.03.2022 which can be referred to and any updation in view of scope of work of this tender may need to be incorporated for FY 2022-23 and FY 2023-24.**
- (v) The training of MPPGCL personnel's for future maintenance of the FAR in house.

Due on 02.01.2023

- (vi) Necessary know how for carrying out valuation of assets at site shall be passed on to MPPGCL. If required a detailed presentation in this regard shall be delivered by the firm.
- (vii) Bidders are advised to perform site visit of at least one thermal and one hydel station prior to participate in the bid, to have the better understanding on the scope of work. Any query in this regard may please be clarified from the O/o E.D. (O&M: Generation), MPPGCL, Block No. 6, First Floor, Shakti Bhawan, Rampur, Jabalpur.
- (viii) **Completion Period:** - The work assignment should be completed within three months from the effective date of contract. However, before starting the work assignment, necessary milestones to complete the desired job within the stipulated time period should be submitted by the firm to the nodal office for execution of this work i.e. the office of ED(O&M:Gen.), MPPGCL, Jabalpur and copy of the same to be submitted to each power stations and to concerned office at Head Quarter, Jabalpur. **If work assignment not completed within the stipulated time, it will attract liquidated damage (LD) and the same shall be recoverable at the rate of 0.5% of the basic order value (excluding taxes and duties) of order for that Power station/offices at HQ Jabalpur, per week or part thereof, subject to maximum 10% of total order value along with GST thereon.**
- (ix) **Deliverables:** - The consultant firm is required to submit the specific deliverables (Fixed Assets Register, Physical Verification Reports) in 5 (Five) copies along with soft copy within a period of three months from the effective date of contract. For the work, the firm is required to deploy personnel with adequate experience in the respective area, for continuous interaction with management for the period of consultancy. The firm should endeavor that all documents are computerized and editable/reproducible. The offices where Fixed Assets Register and Physical Verification Reports to be submitted are as under:-
- (i) The ED(O&M:Gen), MPPGCL, Jabalpur
 - (ii) The CFO, MPPGCL, Jabalpur
 - (iii) (a) The ED/CE(Gen) at respective Power Stations under his control.
(b) The CE(O&M :Hydel) in respect of Hydel Power Stations under his control.
 - (iv) (a) The Joint Director/RAO of respective Thermal/Hydel Power Stations
(b) The Joint Director(COG&HS), MPPGCL, Jabalpur in respect of Offices at HQ, Jabalpur & Hydel Power Stations except Tons complex.
 - (v) Respective custodian division incharge/office incharge of MPPGCL.
- The Fixed Asset Register and Physical verification report should be duly signed by firms authorized representative and custodian division in-charge/office in-charge of MPPGCL in each page. The Fixed Asset Register and Physical verification report should also be verified by respective Joint Director/RAO and ED/CE (Gen) for Power stations under his control / CE(O&M :Hydel) for Hydel Power Stations under his control/HOD at HQ, Jabalpur for office under his control.
- Note: Birsinghpur HPS is under administrative control of ED/CE(Gen), SGTPS, Birsinghpur.
- (x) **Confidentiality of documents:** - The firm shall ensure that any information, data, drawings, manuals, design memorandums, specifications, and studies pertaining to assignment and collected from MPPGCL shall not be provided / passed to any third party without prior consent / approval of MPPGCL.

(3) PRE QUALIFYING REQUIREMENT FOR THE BIDDERS (PQR) / CREDENTIAL:

- (i) The prospective bidders, who have adequate documents to fulfill criteria of credentials as per Pre-Qualification Requirement (PQR) as detailed hereunder for tender, will upload scanned self-certified copies of requisite documents as required in e-tendering process: -

Sl. No.	QUALIFYING CRITERIA	DOCUMENTS REQUIRED
1	The firm should be a Chartered Accountants/ Cost Accountants and should be in existence at least from last ten years.	Registration Certificate from institute of Chartered Accountant & Cost Accountant of India and Certificate of Practice of members/ Registration certificate from respective institute.
2	<p>(i) Firm should have experience of Statutory Audit/Cost Audit/ Internal Audit of Thermal/ Hydel Power Generating Utility having turnover from sale of electricity not less than Rs. 1,000 Crore.</p> <p style="text-align: center;">OR</p> <p>Firm should have experience of Preparation of Fixed Asset Register and physical verification of assets of Thermal /Hydel Power Stations of any Power Generating Utility having turnover from sale of electricity not less than Rs. 1,000 Crore.</p>	<p>i) Letter of Appointment</p> <p>ii) Documentary evidence regarding turnover from sale of electricity from audited financial statement</p> <p style="text-align: center;">OR</p> <p>Documentary evidence regarding Preparation of Fixed Asset Register and physical verification of assets conducted by the firm.</p>
	ii) Copies of previously executed orders for carrying out same/similar type of work in State owned Power Generating Companies/Other Power utilities/NTPC/Govt./Semi Govt./Any leading Industries/IPP/PSUs in India during any of the last five years ending with bid opening date are to be submitted.	Previously executed orders copies

Note: -

- i) Statutory Audit does not mean Tax Audit for the purpose of this Tender.
- ii) Any Auditor of MP Power Generating Company Ltd. (Statutory Audit/ Cost Audit/ Internal Audit) for FY 2022-23 are not eligible to participate in the tender.
- iii) In the event, the selected firm is appointed as statutory auditor of the company for FY 2022-23 and/or FY 2023-24 by CAG New Delhi, the compliance of CAG requirement shall be the responsibility of the firm.

(4) EVALUATION OF BID

For the purpose of technical and financial suitability, MPPGCL will adjudge the Capacities of the bidders: -

- a) While evaluating the bid, MPPGCL if considers necessary, may ask for presentation by the bidder on the proposal to ascertain their capabilities.
- b) The evaluation done by the evaluation committee constituted by the MPPGCL shall be final and binding on all the bidders.
- c) The bidders are required to quote their FIRM prices in the prescribed format and upload the same, for each location covering all Thermal and Hydel Power Stations and corporate offices as detailed in the Price Bid.
- d) The lowest offer shall be evaluated on the basis of overall package basis; however, the Power House wise break up in the Price bid is for billing purpose only.

(5) TERMS & CONDITIONS OF THE CONTRACT: -

Except and/ or otherwise mentioned herein below the contract to be executed by the successful bidder in due course will be subject to compliance of the General Condition of contracts and will be binding on this contract: -

- i. **Facilities at site:** - The bidders are required to provide their services at MPPGCL Thermal and Hydel Power stations and Corporate offices. Therefore the bidders shall be provided with the accommodation facility free of cost at the various Sites if available excluding at Headquarter at Jabalpur. However transportation shall be arranged by the bidder at his own cost. Also all other requirements shall be arranged by the bidder.
- ii. **Contract Agreement:** - The successful bidder shall enter into the Contract Agreement with MPPGCL as per prescribed proforma in Annexure-VI of SBD, within 15 days from the date of issue of LOI/detailed order on a non-judicial stamp paper worth 0.25% of order value(rounded up to multiple of Rs.10/-) subject to minimum Rs.500/- and maximum Rs. 25000/- only and also affix Revenue Stamp of Rs.2/-. The stamp duty is to be borne by the bidder.
- iii. **Effective date:** -The work shall be commenced within 15 days from the date of close of year or from issue of Letter of Intent (whichever is later) and the same shall be considered as effective date of contract.
- iv. **GST** - The GST shall be payable extra by the MPPGCL at actual during the completion period of the contract. However, any upward revision of the same beyond completion period of the contract will be borne by the bidder. In case of downward revision, the benefit shall be passed on to MPPGCL.

Any other taxes, if applicable shall be payable by MPPGCL at actuals during the completion period of the contract and beyond completion period, the same shall be absorbed by the firm.
- v. **Income Tax:** - The Income Tax at applicable rate shall be deducted at source by MPPGCL.
- vi. **Payment Terms:** - Payment shall be released on direct basis within 45 days or on turn as per queue whichever is later after submission of Assignment Completion Report and acceptance of the same by the HoD of the respective Thermal Power Stations and respective HoD of corporate offices at Jabalpur. In case of Hydel Power Stations, the assignment completion report shall be submitted to the Head of respective Hydel Power Stations for vetting and their observations /recommendations shall be forwarded to CE (O&M:Hydel) Jabalpur for acceptance. MPPGCL shall not be liable for any interest charges whatsoever.

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On completion of assignment, the firm shall raise invoices in triplicate along with the details of deliverables and assignment completion report to the offices noted below: -

S. No.	Name of Offices	Work Related to
1	E.D (O&M: Gen), MPPGCL, Jabalpur	All offices located at HQ Jabalpur
2	E.D/ C.E. (Gen.) of respective Thermal Power Station	Respective Thermal Power Station.
3	C.E.(O&M:Hydel), Jabalpur	All Hydel Power Station

a) Bill Passing Authority: -

- S E (Estt), O/o E.D (O&M: Gen) for work related to corporate office at Jabalpur.
- S E. (HQ), O/o ED/CE (Gen.) of respective Thermal Power Station i.e. ATPS/STPS/SGTPS/SSTPP
- S E. (O&M: Hydel) O/o C.E (O&M: Hydel) for work related to all Hydel Power Stations.

b) Bill Paying Authority: - Payment shall be released after statutory deductions i.e. Income Tax or other taxes.

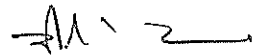
- Joint Director/Sr. Accounts officer of respective Thermal Power Stations.
- Joint Director (COG&HS), Jabalpur for work related to all Hydel Power Stations and work related to corporate office at Jabalpur.

vii. **Liquidated Damage(LD):-** In case contractor fails to complete the work/provide services for any Power station/offices at HQ Jabalpur, within the scheduled period, liquidated damage (LD) at the rate of 0.5% of the basic order value (excluding taxes and duties) of order for that Power station/offices at HQ Jabalpur, per week or part thereof, subject to maximum 10% of basic cost of order value for that power station/offices at HQ Jabalpur, will be imposed as per the discretion of the Officer-In-Charge of the concerned job. However, in case of Hydel Power stations, all the Hydel power stations shall be treated as single unit and accordingly, the LD for delay shall be imposed and evaluated on last assignment, on basic order value (excluding taxes and duties) for all Hydel Power stations by the O/oCE(O&M:Hydel). Similarly, all offices at HQ Jabalpur shall be treated as single unit and the LD for delay shall be imposed and evaluated on last assignment by the O/o ED(O&M:Gen.), MPPGCL, Jabalpur. The LD amount for delay will liable to attract GST thereon.

Violation of Safety rules, welfare & labor laws, less employment may also attract LD along with GST thereon.

vii. **Compliance with Laws: -** The Bidder shall confirm to and comply with all applicable Laws of the state or central government and / or any Legal Authority, bye-laws of the Employer and all other local authorities including without limitation to industrial and labor laws and tax laws.

viii **Assignment: -** The firm shall not assign or transfer the Contract Agreement, in whole or in part, to any other consultant or any other party.


C.E. (O&M:Gen)
MPPGCL, JABALPUR

