



OFFICE OF THE CHIEF GENERAL MANAGER (PURCHASE)
M.P. POORV KSHETRA VIDYUT VITARAN Co. Ltd.
REGD. OFFICE – BLOCK No. 8TH, 3RD FLOOR, SHAKTI BHAWAN,
RAMPUR, JABALPUR - 482 008 (M.P.)
CIN: U40109MP2002SGC015120
(Telephone no. 0761- 2666040, 2667808, Extn. 270-2411, 270-2442)
e-mail:- cepurez@yahoo.in

NO. CGM/PUR/EZ/GM/Enq/334

Jabalpur, dt. 25.02.2022

To,

M/s _____

Sub: **Enquiry for outsourcing Practicing Company Secretary /Chartered Accountant (CA)/ Cost Accountant for MPPKVVCL, Jabalpur for filling Financial Statement & other Document in Extensible Business Reporting Language (XBRL) with Registrar for the financial year 2020-21 due for opening on 14.03.2022.**

Dear Sirs,

Sealed quotations are invited from Practicing firm of Company Secretaries/ Chartered Accountants/Cost Accountants (whether proprietorship/partnership) for preparing & filling of documents and form of MPPKVVCL Jabalpur in **Extensible Business Reporting Language (XBRL) with Registrar** of Companies in e-form AOC-4 XBRL for the financial year 2020-21 as per schedule and subject to terms & conditions detailed as hereunder:-

1. Following information must be super-scribed on the envelope containing the offer:
“Offer for preparing & filling of documents and forms of MPPKVVCL, Jabalpur in Extensible Business Reporting Language (XBRL) with registrar of Companies in e-form AOC-4 XBRL for the financial year 2020-21 against Enquiry No. Discom/EZ/Pur/Enq./_____ dtd. 25.02.2022 due on 14.03.2022”

2. DUE DATE & TIME FOR RECEIPT/OPENING OF ENQUIRY:-

(i)	Due date and time for receipt	14.03.2022 up to 3:00 P.M.
(ii)	Due date and time for Opening of offer	14.03.2022 at 3:30 P.M.

3. MODE OF SUBMISSION OF QUOTATIONS:-

The offer may be sent by post or handed over to O/o CGM (PUR) MPPKVVCL, Block No.8, 3rd Floor, Shakti Bhawan, Jabalpur on or before due date & time of receipt of offer. In case offer sent by post, the same shall be addressed to CGM (PUR), MPPKVV Co. Ltd., Block No.8, Shakti Bhawan, Jabalpur so as to reach on or before due date and time of receipt of offer.

Offer receipt after 3.00 PM on the due date shall not be opened and shall be retained in the office. The Company shall not be responsible for any delay in receipt of quotation by post whatsoever may be the reason.

4. **QUALIFICATION:-** The bidder should be the practicing firm of Company Secretaries/firm of chartered Accountants/firm of Cost Accountants (whether proprietorship/ partnership).
5. **EARNEST MONEY:-**
Please deposit Earnest Money of Rs.1000.00 in the form of DD/BC only. EMD in other form i.e. FDR/BG is not acceptable. The DD/BC should be drawn in favour of Sr.AO (JC), MPPKVVCL, Jabalpur. Details may be indicated on the envelope cover.
The Micro & Small Enterprises (MSEs) of Madhya Pradesh registered with District Industries Centre (DIC)/Khadi & Village Industries Commission (KVIC)/Khadi & Village Industries Board (KVIB)/Coir Board/NSIC/Directorate of Handicraft and Handloom/ Udyog Aadhar Memorandum (UAM) or any other body specified by Ministry of Micro, Small & Medium Enterprises on the date of opening of tender for the tendered item(s) shall be exempted from payment of EMD. The SSI Units of MP registered with DIC shall also be exempted from payment of EMD on production of valid competency certificate. In support of above the bidders shall be required to submit the requisite documents alongwith the offer.
6. **SCOPE OF WORK:-**
 - i. The Company forms will be filled from the aforesaid Firm's office and correspondence will be done through mail.
 - ii. After receiving all the data, documents and paper (both hard and soft copy) from the Company, the firm will provide the PDF XBRL converted file (both standalone and checking and verification by the Company. After getting the financial confirmation from the Company, the same will be filed by the firm within 3 working days.
7. **PRICES:-** The prices should be quoted FIRM for preparing & filling of Documents and forms of MPPKVVCL, Jabalpur in Extensible Business Reporting Language (XBRL) with the registrar of Companies in e-form AOC-4 XBRL for the financial year 2020-21. The backup of the prices including all taxes and duties applicable should be indicated. The OWNER will not require to pay and/or reimburse anything over and above the price quoted. The selection of the firm shall be done considering the overall lowest offer.
8. **VALIDITY OF OFFER:-** The offer shall be kept valid for a period of 90 days (Ninety days) from the date of opening of quotation.
9. **TIME DURATION:-** After receiving all the data, documents and paper (both hard and soft copy) from the Company, the firm will provide the PDF XBRL converted file (both standalone Financial Statement) & other documents within seven working days for checking and verification by the Company. After getting the final confirmation from the Company, the same will be filed by the firm within 3 working days. However early execution of work shall be preferred. The execution of work in schedule time will be the essence of the contract and had to be strictly adhered to.
10. **PAYMENT:-** The payment along with all applicable taxes against bill shall be made generally within 45 days of the submission of the bill on satisfactory completion of work. The Bill in triplicate shall be submitted by the firm to the Company Secretary, MPPKVVCL, Jabalpur who will verify & pass bills. Company will not be liable to pay any interest on account of any delay in the payment.

11. **PENALTY:-** The completion period stipulated in our enquiry will be the essence of the order. In case of delay in execution the order the MPPKVCL, may be at its option recover from the supplier the sum@1/2% of the ordered value for each week or part thereof subject to maximum of 10%.
12. **SECURITY DEPOSIT:-** The successful bidders in the event of placement of order shall be required to furnish an amount equal to 10% of value of the order towards security deposit in the form of demand draft or Bank Guarantee towards faithful execution of the order.
13. **PERIOD OF CONTRACT:-** The contract is for the preparation and documents and forms of MPPKVCL, Jabalpur in Extensible Business Reporting Language (XBRL) with registrar of Companies in e-AOC-4 XBRL for the financial year 2020-21. On successful completion of work the term may be further extended on yearly basis for two more years on same rates, terms & conditions.
14. The quotation should be typed or written only and strictly as per the schedule enclosed. It should be clear and legible/visible. Your rates should be according to the scope of work only. No alternative offer should be mentioned. The offer contrary to scope of work will not be considered. The selection of the firm shall be done considered the overall lowest offer.
15. It may be ensured that this assignment is carried out only through appointment Proprietor/Partner/Employees of the firm. If it comes out to our notice that the assignment has been carried out by any other firm/persons, the appointment is liable to be cancelled. All the liabilities towards employees engaged in preparing & filling of document and forms of MPPKVCL, in Extensible Business Reporting Language (XBRL), with the Registrar of companies in e-form AOC-4 XBRL for the financial year 2020-21 during the tenure will be of the firm. MPPKVCL without prior written consent of Company Secretary of MPPKVCL Jabalpur shall be treated as breach of contract and shall be accordingly.

Company reserve the right to accept or reject any or all the quotations without assigning any reason, it shall not be obligatory for the company and its officer to accept the lowest quotations. No correspondence shall be entertained on this account.

16. You are requested to submit your most competitive quotations so as to reach this office on or before the due date and time as per specified above.

Encl:-

- (1) Schedule-I-Price & Quantity
Schedule.
- (2). Schedule-II-Questionnaire

Yours faithfully,

General Manager (Pur-II)
O/o CGM(Pur), Corporate Office
MPPKVCL, Jabalpur

O/o CGM(PUR-EZ)
Jabalpur

Enq. NO. /CGM/PUR/EZ/GM-II/Enq/334
Due on 14.03.2022

SCHEDULE-I

(To be kept in the sealed envelope)
(Price & Quantity)

Sr. No.	Particular of work	Unit	Charges inclusive of all expenses	GST in (%) & Rs.	Total charges inclusive of all expenses & GST
1	2	3	4	5	6
1	Preparation & filling of Financial and other Documents in Extensible Business Reporting Language (XBRL) with Registrar of Companies for the financial year 2020-21 as per scope of work	LS			

Signature of Tenderer

Name in full & Designation

Company's Seal

SCHEDULE-III
SCHEDULE OF QUESTIONNAIRE
GENERAL INFORMATION

- i. Strike off, whichever is not applicable.
- ii. Separate sheets should be used, wherever necessary.

Please confirm the following :-

1.	(a)	Name & Address of the Bidder	
	(b)	Telephone No.	Office..... Works.....
	(c)	Email	
2.	(a)	Whether the bidder is old participant with MPSEB or its successor companies.	
	(b)	If yes, whether document evidence enclosed.	
3.	Please furnish information in respect of firm's Bank Account in support of payment term.		
	(a)	Firm's Bank and Branch address	
	(b)	Firm's Bank Account Number	
	(c)	IFS Code of the Branch for RTGS transfer.	
4.	Whether copy of GST Registration with Number enclosed		
5.	Indicate PAN No.		
6.	Details of Tax quoted (whether exemption of concessional rate support with necessary document)		
	(a)	CGST	
	(b)	MPGST	
	(c)	IGST	

Signature of Tenderer
Name in full
Designation
Company's Seal