



**PUNJAB STATE POWER CORPORATION LTD (PSPCL)**  
**(Regd. Office PSEB Head Office, The Mall, Patiala)**

**TENDER NOTICE**

Sealed tenders/ quotations are invited for the appointment of Cost Auditor, from practicing Cost Accountant or Firm of 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) having experience of quality work for at least three years :-

Issuing Authority	Cost Controller, # 30, Officer Flats, Near 23 No. Railway Crossing, Patiala
Tender Specification No.	1/AO/CC-1/2015-16
Place	Patiala
Short Description	Appointment of Cost Accountant for the maintenance of Cost Accounting Record for the year 2015-16 (which may be extended for the next Financial Year) who shall prepare and maintain Cost Accounting Records/ Cost Sheets as per the provisions of Cost Accounting Records(Electricity Industries ) Rules 2001 & u/s 148 of the Company Act 2013 further notified by the Govt. of India, Ministry of Law, Justice and Company Affairs and various amendments from time to time. The area of work will cover maintenance of Cost Accounting Record, preparation and submission of Cost Sheets and its reconciliation as required under the instructions of the Company Act from time to time.
Completion Period	As per Central Government norms.
Eligibility Criteria	As mentioned above.
Starting date of Sale of Tender	28.12.2015
Last date of downloading of Tender	29.01.2016
Last date for Tender Submission	29.01.2016 AT 12.00 Noon
Date for Opening of Tender	29.01.2016 AT 12.30 PM
Document Cost	Rs.1000/- (Non Refundable) in the form of demand draft in favour of Accounts Officer/ Cash, PSPCL, payable at Patiala is to be submitted in a separate envelope alongwith tender.
Earnest Money Deposit	@2% of the tender value, subject to minimum of Rs.5000/- and maximum of Rs.5 Lac in the shape of PSPCL Cash Receipt/Bank Draft in favour of Accounts Officer/Cash, PSPCL, payable at Patiala.
URL for Additional Information	<a href="http://www.pspcl.in">www.pspcl.in</a>

## **TERMS & CONDITIONS**

1. Tender specification can only be downloaded from PSPCL website [www.pspcl.in](http://www.pspcl.in) and no hard copy of the same will be issued by this office.
2. All tender must be accompanied by earnest money at the rate of 2% of the tender value, subject to minimum of Rs.5000/- and maximum of Rs.5 Lac in the shape of Bank Draft in favour of Accounts Officer/Cash, PSPCL, payable at Patiala.
3. Conditional Tender shall not be accepted.
4. Tender received telegraphically through telex or Fax/e-mail shall not be accepted.
5. The Competent Authority reserves the rights to reject any or all tenders without assigning any reasons.
6. In case date of opening 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.
7. The work of maintenance of Cost Accounting Record for each year should be completed within time period specified by Central Government norms.
8. If any delay is made in submission of Complete Cost Audit Report by the Cost Accountant or the Firm of Cost Accountants, he shall be penalised as per the provisions of Work Regulations 1997 of PSPCL.
9. The lump-sum rates, inclusive of service tax, TA & DA and all other taxes, should be quoted for each year work separately.
10. The Tenderers shall submit his personal profile along with tender/ quotation on prescribed tender form attached therewith and if found un-satisfactory his tender documents so received shall be re-sealed and placed in the record.
11. Cost of tender specification and EMD shall not accepted through cheque.
12. 50% of the Payment for respective year shall be released after submission of Cost accounting record for the respective year and balance 50% shall be released after finalization of Cost Audit Report for the respective year.
13. All the statutory deduction shall be at the time of release of payments.
14. All other terms and conditions shall apply as specified under Works Regulations 1997.

**Accounts Officer/CC-I**  
**For Cost Controller,**  
**PSPCL, Patiala.**



**PUNJAB STATE POWER CORPORATION LTD**  
**(Regd. Office PSEB Head Office, The Mall, Patiala)**  
**(Office of: Cost Controller, Patiala)**

**Performa for Submission of Tender**

1. Name of Applicant (FIRM)	
2. Address	
3. Experience ( in No. of years)	
4. Membership No. as Cost and Management Accountant with ICAI Kolkata.	
5. Membership valid up to	
6. Certificate of practice number (as cost accountant) and date of issue(attach copy)	
7. Certificate of practice as cost accountant valid up to. (attach copy) (working as cost accountant)	
8. Email address	
9. Phone/ Mobile	
10. Details of PAN(attach copy)	
11. Date of Establishment of Firm	

**12. Scope of work**

Scope	Amount of Quotation (inclusive of service tax,TA & DA and all other taxes)			
	Sr. No	Year	Amount Quoted (In figures)	Amount Quoted (In Words)
To prepare and maintain Cost Accounting Records/ Cost Sheets for the year 2015-16 which may be further extended for next financial year, as per the provisions of Cost Accounting Records (Electricity Industries ) Rules 2001 & u/s 148 of the Company Act 2013 further notified by the Govt. of India, Ministry of Law, Justice and Company Affairs and various amendments from time to time. The area of work will cover maintenance of Cost Accounting Record, preparation and submission of Cost Sheets and its reconciliation as required under the instructions of the Company Act from time to time.	1.	2015-16		
	2.	2016-17		

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

**14. Details of cost of tender document and EMD**

Particulars	Amount of Draft Payable at Patiala	Demand Draft No.	Date of issue of Demand Draft	Name of the issuing Bank
Cost of Tender Document	1000/-			
Earnest Money Deposit				

I/We hereby submitted that all the details are correct and true. I/We shall also abide myself/our self to the terms and conditions of NIT/ Tender Specifications issued by PSPCL for appointment of cost auditor.

**15. Any other Details (attach separate sheet if required)**

**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.
4. Self-Attested Copy of proof of experience like certificate of completion of assignment done.
5. Self-Attested Copy of proof of Date of Establishment of Firm.
6. Demand Draft for Cost of tender document in a separate envelope.
7. Demand Draft for EMD in a separate envelope.