

Tender Inquiry/Offer for Appointment of Cost Accountant for maintenance of Cost Accounting Records for the Financial Year 2021-22

With reference to the captioned subject matter, we would like to have your professional / consultancy charges/ fees detail for **Cost Accountant for maintenance of Cost Accounting Records for the Financial Year 2021-22.**

INTRODUCTION:

As a part of Power Sector Reforms, Gujarat Electricity Board (GEB) is unbundled into seven corporate entities in the areas of Generation, Transmission, Distribution and Trading of electricity. Ours is one of the Distribution Companies promoted by the erstwhile GEB for distribution of electricity in the area consisting of West area Distribution Zone of Erstwhile GEB.

The Company has become operationally effective from 01.04.2005. The operations are spread over to 12 Circles (Bhavnagar, Amreli, Surendranagar, Botad, Jamnagar, Junagadh, Porbandar, Rajkot (O & M), Rajkot City, Morbi, Anjar and Bhuj), 45 Divisions, 6 RSO-Divisional Store, 2 section office, 1 Zonal Office, 1 Corporate office and 246 S/Dn.

The Audited Annual Accounts Report for the year F.Y 2020-21 (subject to C&AG Audit) has already been put-up on our Web site <http://www.pgvccl.com/StatisticsNew.htm>. The same may kindly be down loaded from the Web site and perused to have the over view of Company's operations.

The Cost Accountant proprietor / firms who fulfills all the eligibility criteria as mentioned in Annexure - B and interested for appointment as Cost Accountant for maintenance of Cost Accounting Records for the Financial Year 2021-22 may submit their Quotation in attached prescribed format along with relevant documents under a 'sealed cover' by RPAD or BY SPEED POST or by COURIER ONLY, addressed to

**The General Manager (F&A) & CFO,
Paschim Gujarat Vij Company Limited,
Reg. & Corporat office,
Nana Mava Road, Laxmi Nagar,
Rajkot-360004 (Gujarat).**

(With Round Seal & Signature)

Regd. & Corporate Office: Paschim Gujarat Vij Seva Sadan, Nana Mava Road,
Laxminagar, Rajkot - 360004

Telephone: (0281) 2380425

Fax: (0281) 2366078

Website: www.pgvccl.com

On or before Dt. 01/02/2022 (upto 5.00 pm).

(No Hand Delivery/Email/Fax will be allowed).

DELAY AND LATE OFFER:

No offer shall be accepted / opened in any case which are received after due date and time of the Receipt of Offer irrespective of delay due to Postal Service or any other reasons, PGVCL shall not assume any responsibility for Late Receipt of Offer for Tax Consultancy. **Any correspondence in this matter will not be entertained.**

(With Round Seal & Signature)

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(With Round Seal & Signature)

Annexure – “A” – Scope of Work

A. Maintenance of Cost Records & Data Including–

- I. Preparation of Blank records, Source Records / Data.
- II. Extraction of relevant information from input formats and from financial/ operation/ performance reports.
- III. Compilation of Cost data into formats as required by the Cost Accounting Records Rules.
- IV. Checking of data, records for accountancy and reliability.
- V. Preparation of Costing Profit & Loss Account.
- VI. Reconciliation of Costing Profit with financial profit.

The above scope is only indicative and not exhaustive. The assignment is as required by the Cost accounting records (Electricity Industry) Rules 2001, and as per requirement of the company from time to time.

B. Compilation of Cost Annexure and Performa :

On compilation of costing data, you shall compile and prepare the costing annexure and Performa in the prescribed formats within the time limit as prescribed by the Institute / rules / Notification and submit the same to the Management and get it audited by Cost Auditor.

C. Cost Audit :–

You shall maintain the cost records in order to facilitate and meet the requirement of the Cost Audit in smooth manner.

You shall be required to provide necessary support and assistance to the Cost Auditor for completing cost Audit timely & smoothly and in case of any modification in costing system/ records/ maintenance.

(With Round Seal & Signature)

Suggested by the Auditors, the same shall be carried out with satisfaction of the Auditors and the Management without any further charge for the same.

The company is also subject to Statutory Cost Audit, so you shall ensure to comply the statutory requirement and provide necessary support to the statutory cost auditor and be adaptable to modifications in the system as suggested by the said auditor, so as to complete the cost audit in time.

D. Costing Profit & Loss Account :-

You shall prepare the costing Profit & Loss Account for the financial year after compilation of data from the audited financial statements on completion of statutory audit of the company, and reconcile with Financial Profit & Loss a/c.

E. GENERAL:-

- You will depute your team to the company for above services. At least one member of your team shall be competent preferably qualified ICWA. If, required you will attend the office for discussion, progress review etc. with the management of the Company without any extra charges / fees.
- You will attend the Audit Committee Meetings and other meetings as may be required and submit explanation, if any, on the report of the statutory Cost Auditors without any additional fees.
- The work will be done by your firm only and shall not be provided / sub contracted to other firm of Cost Accountants.
- The consultancy contract may be renewed on mutually agreed terms.

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ANNEXURE - “B” - Eligibility Criteria

Sr. No	Eligibility Criteria for Empanelment of Cost Accountant	Minimum Criteria
1	The Audit Proprietor / LLP / Firm should be registered with the <u>Institute of Cost Accountants of India.</u>	Registered with ICWA
2	The Audit firm should be <u>Proprietorship / Partnership / Limited Liability Partnership</u> (incorporated under the Limited Liability Partnership Act,2008)	Proprietorship / Partnership / LLP
3	The Firm should have its <u>Head Office in Rajkot / Ahmedabad / Vadodara - Gujarat.</u>	Head Office in Rajkot / Ahmedabad / Vadodara - Gujarat.
4	The firm should have been in <u>existence for at least Eight years</u> in Gujarat.	Existence : 8 Years
5	<u>Minimum Eight years of Experience as Cost Accountant</u> (out of which at least 5 years of experience should be in Power Distribution Company)	Overall : 8 years & Power Distribution Company : 5 years

(With Round Seal & Signature)

ANNEXURE - C

**APPLICATION FORM FOR APPOINTMENT OF Cost Accountant for maintenance
of Cost Accounting Records for the Financial Year 2021-22**

To
The General Manager (F&A) & CFO
Paschim Gujarat Vij Company Ltd
Reg. & Corporate Office,
Rajkot - 360 004.

Sr. No.	PARTICULARS	DETAILS
1.	Name of the Proprietor / Proprietor Firm / Firm / LLP & Registration No.	
2.	Addresses of the Proprietor / Proprietor Firm / Firm / LLP: (along with detail of head office & branch office)	Address: Phone No: Email: Mobile of Office In-charge along with his name:
3.	Proprietor / Proprietor Firm / Firm / LLP Income Tax PAN No.	
4.	Proprietor / Proprietor Firm / Firm / LLP GST Registration No.	
5.	Registration No. with ICWA	
6.	No. of Years of Proprietor / Proprietor Firm / Firm / LLP Existence & Date of establishment of Firm	
7.	Audit Experience of the Firm in Power Distribution Company during last five Financial Years:	

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ANNEXURE - D

Minimum Professional Fees / Estimated Fees

Sr. No.	Particulars	Fees
01	Cost Accountant professional Fees	Rs. 2,20,500=00
02	Out of Pocket Expenses	5% of Professional Fees or actual whichever is lower
03	GST	GST & Cess, as applicable, as per Rule.

(With Round Seal & Signature)

Annexure - E
General Terms & Conditions for submission of offers

1. Timely delivery of the application is the responsibility of bidder. Telex / Fax / e-mail offers will not be accepted.
2. Evaluation that whether proprietor / LLP / firm possesses all above qualification criteria would be done on the basis of the information / data/documentary evidences provided by the proprietor / LLP / firm.
3. PGVCL may at its discretion, seek from any or all ICWA proprietor / LLP / firm clarification(s) on application submitted.
4. PGVCL reserves the right to accept or reject any application in part or full without assigning any reason whatsoever.
5. PGVCL may issue clarifications/amendments in the form of addendum / corrigendum during the appointment process. ICWA proprietor / LLP / Firms shall take such addendum and corrigendum into consideration while submitting their application. ICWA proprietor / LLP / firm are requested to visit PGVCL's website from time to time for any corrigendum/ addendum (no separate advertise will be given for it).
6. Any application received by PGVCL after the scheduled closing date and time will not be accepted.
7. Matter relating to any dispute or difference arising out of present offer received and subsequent contract based on the bid shall be subject to exclusive jurisdiction of courts at Rajkot only.
8. The offer must be submitted in English language. All documents, correspondences or any other written material in connection with this work shall be in English language.
9. PGVCL will examine the applications to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed and whether the Bids are generally in order.
10. Annexure C and F to be filled-up by bidder. Further, all tender documents along with all Annexures (including Annexure C & F) should be submitted duly signed and stamped with round seal within prescribed time limit invariably.
11. PGVCL may place repeat order with same party / consultant with same terms & conditions on mutually agreed upon.
12. All Bid will be evaluated on basis of End cost fees i.e. Cost Audit fees + applicable GST.
13. In addition to professional charges as above, you will be reimbursed the out of pocket expenses for conveyance, traveling, lodging and Boarding etc. on actual basis for visit to our locations, based on submission of proof subject to a limit of 5% of professional charges.

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14. As regards out of pocket expense, you will be required to submit original bills wherever possible/feasible duly certified by you. Whenever, original bills are not available, a statement of expenditure duly certified by you may be submitted.
15. For payment of your charges as above, you will submit invoice in duplicate in the name of the company and the same will be paid after scrutiny and after deducting income tax and other taxes as applicable.
16. Invoice with relevant supporting documents should be submitted to the General Manager (F&A) & CFO - PGVCL, corporate office, Rajkot.
17. Payment will be made by corporate office, Rajkot through A/c. payee cheque /NEFT/RTGS only subject to receipt of advance stamp receipt after receipt of bill and as per company's procedure.
18. **Disqualifications:** The Firm would be disqualified if it suffers from any of the following situations:
 - a. The Firm or any partner thereof has been cautioned or any action has been taken against the Firm or any partner by ICAI.
 - b. Any court case or arbitration relating to disciplinary case pending against the firm or any of its partner.
 - c. Any action / disqualification by Government Company / Govt. Body / Govt. Authority relating to financial transactions only.
19. ***Your offer / bid should be reached as per prescribed time limit mentioning on cover that "Offer / Bid for appointment of Cost Accountant for maintenance of Cost Accounting Records for the Financial Year 2021-22.***

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ANNEXURE - F

**Quotation for Cost Accountant for maintenance of Cost Accounting Records
for the Financial Year 2021-22**

Sr. No.	Nature of work	Fees Quoted per Annum
01	Professional Fees of Cost Accountant for maintenance of Cost Accounting Records for the company & all the field offices (Amount In Rs.) (A)	
02	Applicable GST (In %) (B)	
03	Applicable GST Amount (In Rs.) (C)	
04	Total Professional Charges / Fees Amount with GST (In Rs.) (D)	

(Amount in words : _____)

(With Round Seal & Signature)