



PUNJAB STATE TRANSMISSION CORPORATION LIMITED

(Regd. Office : PSEB, Head Office, The Mall, Patiala-147001)

Corporate Identity Number: U40109PB2010SGC033814,

www.pstcl.org (O/o Company Secretary) [E-mail: comp-secy@pstcl.org](mailto:comp-secy@pstcl.org)

Tel.No: /Fax No: 0175-2308233,

**NOTICE INVITEING TENDERS
FOR APPOINTMENT AS COST AUDITOR OF PSTCL FOR FY 2016-17**

Sealed tenders/quotations are invited from practicing Cost Accountants or Firm of practicing cost accountants as defined in clause (b) of subsection (1) of section 2 of the Cost and Works Accountants Act, 1959 (23 of 1959) for the appointment of Cost Auditor of Punjab State Transmission Corporation Limited (PSTCL) for FY 2016-17 who have their registered office situated in Punjab and Chandigarh and should have in existence for at least five (5) years.

Issuing Authority	Company Secretary, PSTCL, The Mall, Patiala
Tender Specification No	01/CS/A-5 / Vol-III/PSTCL/2016-17
Place	Patiala
Short Description	Appointment of Cost Auditor for the Financial Year 2016-17 as per Companies (Cost Records and Audit) Amendment Rules 2014 notified by the Govt. of India, Ministry of Corporate Affairs dated 30 June, 2014 as amended from time to time. Practicing Cost Accountant or the Firm of practicing Cost Accountant shall conduct audit of the Cost Accounting Records of PSTCL and submit necessary reports within 180 days from the close of the financial year along with observations, suggestions and Annexures as per notification or any other instructions issued by Central Government from time to time or any other section of the Companies Act 2013 applicable in this regard including e-filing on MCA Portal as required.

Completion Period	As per Central Government (Ministry of Corporate Affairs) norms.
Eligibility Criteria	As mentioned above
Starting date of sale of Tender	11-05-2016
Last Date of Downloading of Tender	30-05-2016
Last Date for Tender Submission	30.05.2016 up to 03.00 PM
Date for Opening Tender	30.05.16 AT 03.30 PM
Document Cost	Rs.500/- (Non Refundable) in the form of demand draft in favour of Accounts Officer/Cash, PSTCL. payable at Patiala is to be submitted in a separate envelope along with tender.
Earnest Money Deposit	Rs.5000/- in the form of Demand Draft in favour of Accounts Officer/Cash, PSTCL payable at Patiala.
URL for Additional Information	www.pstcl.org .

TERMS & CONDITIONS

1. Tender specification can only be downloaded from PSTCL website www.pstcl.org and no hard copy of the same will be issued by this office.
2. All tender must be accompanied by earnest money amounting Rs.5000/- in the shape of Bank Draft in favour of Accounts Officer/Cash PSTCL, payable at Patiala in a separate sealed envelope.
3. Sealed quotations alongwith the profile of the firm document in support of complying for the eligibility criteria may be handed over either personally or delivered through registered post to the undersigned so as to reach to this office before 03.00 PM on 30.05.2016.
4. Tender received without earnest money and cost of tender shall liable to be rejected.
5. Conditional Tender Shall not be accepted.

6. Tender received telegraphically through telex or Fax/e-mail shall not be accepted.
7. The Competent Authority reserve the rights to reject any or all tender without assigning any reasons.
8. In case date of opening the tender happens to be a holiday, the tender will be received and opened on the next working day at the same time and place.
9. The work of audit of Cost Accounting Record for the year should be completed within time period specified by the Central Government.
10. If default is made by the practicing Cost Accountant or Firm of practicing Cost Accountant with the aforesaid, he shall be punishable with fine which may extend upto five thousand Rupees, beside termination of appointment.
11. Cost Records maintain by the Corporation are available at the Corporate Office, Patiala. However, Cost Auditor may visit field offices if deemed necessary by him.
12. The lump-sum rates, inclusive of service tax, TA & DA and all other taxes, should be quoted for Cost Audit and e-filing of Audit Report on MCA Portal.
13. The Tenderers shall submit his personal profile alongwith 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.
14. Cost of tender specification and EMD shall not be accepted through Cheque.
15. 50% of the Payment for respective year shall be released after submission of Cost Audit Report for the respective year and balance 50% shall be released after approval of Cost Audit Report by Board of Directors for the respective year and e-filing of the same with MCA.
16. All the statutory deduction shall be at the time of release of payments.

Company Secretary,
PSTCL.



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Performa for Submission of Tender

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

12. Scope of work.

Scope	Amount of Quotation (inclusive of service tax, TA & DA and all other taxes)		
	Year	Amount Quoted (in figures)	Amount Quoted (in words)
To conduct audit of the Cost Accounting Records of the PSTCL and submit necessary reports within 180 days from the close of financial year alongwith observations, suggestions and Annexures to Central Government as per notification or any other instructions issued by Central Government from time to time or any other section of the Companies Act 2013 applicable in this regard including e-filing on MCA Portal as required under the act.	2016-17		

13. Detail of experience (assignment done or in hand). (Attach separate sheet if necessary) (Attach supportive documents like certificate of completion of assignment done).

14. Detail 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	Rs. 500/-			
Earnest Money Deposit	Rs. 5000/-			

15. Certificates:

I/We hereby submit that all the details furnished in the tender are correct and true.

I/We shall also abide myself/ourselves to the terms and conditions of Tender Specifications issued by PSTCL for appointment of Cost Auditor.

I/We hereby certify that I/We are eligible for the proposed appointment as Cost Auditor of PSTCL and are free from any disqualifications as mentioned under section 141(3) of the Companies Act 2013.

I/We hereby further certify that proposed appointment is within the limits laid down by or under the authority of the Act.

I/We hereby further certify that there are no proceedings pending against the firm or any partner of the firm with respect to the professional matters of conduct.

16. Any other details (attach separate sheet if required).

PLACE:

DATE:

Signature
(WITH STAMP)

List of Documents to be attached :

1. Self- attested coy of certificate of practice.
2. Self- attested coy of certificate of Membership.
3. Self- attested coy of PAN
4. Self- attested coy of proof of experience of like certificate of completion of assignment done.
5. Self- attested coy 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.