



## PUNJAB STATE TRANSMISSION CORPORATION LIMITED

Regd. Office: PSEB Head Office, The Mall Patiala-147001, Punjab, India.  
Corporate Identity Number: U40109PB2010SGC033814 (www.pstcl.org)  
Office of Chief Accounts Officer (Finance & Audit),  
2<sup>nd</sup> Floor, Opp. Kali Mata Mandir, Shakti Sadan, Patiala.  
Fax/Ph. No.0175-2970183 Email :ao-budget@pstcl.org

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### **NOTICE INVITING TENDERS**

Sealed tenders/quotations are invited from practising Cost Accountants or Firms of practising Cost Accountants as defined in clause (b) of sub-section (1) of section 2 of the Cost and Works Accountants Act, 1959 (23 of 1959) for the appointment as Cost Accountant for development and maintenance of Cost Accounting Records of PSTCL for FY 2024-25 and FY 2025-26.

Detailed Specifications/Terms & Conditions of the tenders can be downloaded from PSTCL website [www.pstcl.org](http://www.pstcl.org)

Start Date of downloading specifications:	24.12.2024
Last Date & Time of Tenders Submission:	14.01.2025 at 3:00 PM
Date & Time of Opening Tenders:	14.01.2025 at 3:30 PM

**Note:- The firm will be eligible for the appointment of this assignment on the basis of quoted fee and evaluation done by PSTCL.**

  
Sr. AO/Budget,  
PSTCL, Patiala.



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LIMITED TENDER ENQUIRY NO.22/CAO(F&A)/BUDGET/CA-II/Vol.-2/PSTCL/2024-25

Dated.24-12-2024

FOR APPOINTMENT AS COST ACCOUNTANT FOR DEVELOPMENT AND  
MAINTENANCE OF COST RECORDS OF PSTCL FOR FY 2024-25 AND FY 2025-26

Sealed limited tenders/quotations are invited from practising Cost Accountants or Firms of practising 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) who have their registered offices situated in Punjab only and have been in existence for at least five (5) years for development and maintenance of Cost Records of the Corporation for FY 2024-25 and FY 2025-26 as required under the Act read with Companies (Cost Records & Audit) Rules notified by Government of India, Ministry of Corporate Affairs as amended from time to time.

<b>Issuing Authority</b>	Chief Accounts Officer (Finance & Audit), PSTCL, Patiala.
<b>Tender Specification No.</b>	22/CAO(F&A)/BUDGET/CA - II/Vol.-2/PSTCL/ 2024-25
<b>Place</b>	Patiala.
<b>Short Description</b>	Appointment of Cost Accountant for development and maintenance of Cost Accounting Records of PSTCL for FY 2024-25 and 2025-26 which includes collection of data, development and maintenance of Cost Accounting Records, preparation and submission of cost statements, preparation and submission of annexures to Cost Audit Report to be submitted to Cost Auditor and reconciliation of cost records with financial record as required under Cost Accounting Records (Electricity Industries) Rules as amended from time to time & notified by the Govt. of India, Ministry of Corporate Affairs (MCA).
<b>Completion Period</b>	As per Central Government (MCA) norms.
<b>Eligibility Criteria</b>	As mentioned above.
<b>Last date and time of Tenders receipt</b>	14.01.2025 at 3:00 PM
<b>Date and time for Opening Tenders</b>	14.01.2025 at 3:30 PM
<b>Minimum Fees for the assignment (as per ICAI, Kolkata notification dated 19<sup>th</sup> April 2017)</b>	25,000/- per year inclusive of TA & DA but exclusive of other statutory levies to be paid extra as applicable from time to time.
<b>Earnest Money Deposit (EMD)</b>	2% of tender value subject to minimum of Rs.5000/- in the shape of Bank Draft in favour of Accounts Officer/Cash, PSTCL, Patiala payable at Patiala.
<b>URL for Additional Information</b>	<a href="http://www.pstcl.org">www.pstcl.org</a>

## **TERMS & CONDITIONS**

1. Tender specification can also be downloaded from PSTCL website [www.pstcl.org](http://www.pstcl.org).
  2. The tender must be complete in all respects.
  3. All tenders must be accompanied by earnest money @2% of tender value subject to minimum of Rs.5000/- in the shape of Bank Draft in favour of Accounts Officer/Cash, PSTCL, Patiala payable at Patiala. In case of successful bidder, Earnest Money shall be converted as security deposit for faithful execution of the contract which will be refunded within 30 days thereafter. No interest will be payable on the amount of security deposit. For other unsuccessful bidders, the Earnest Money shall be refunded within 30 days of the award of contract to the successful bidder.
  4. Tenders shall be submitted in two parts:-

Part-I	Earnest Money
Part-II	Price/Qualifying Bid
- Each part shall be sealed in a separate envelope. On first envelope Part-I 'Earnest Money' for Tender Enquiry No.22/CAO(F&A)/BUDGET/CA-II/Vol.-2/PSTCL/2024-25 dated.24-12-2024 due for opening on dated 14.01.2025 and on second envelope Part-II 'Price/Qualifying Bid' against Tender Enquiry No.22/CAO(F&A)/BUDGET/CA-II/Vol-2/PSTCL/2024-25 dated.24-12-2024 shall be clearly written. Envelope marked Part-I, 'Earnest Money' shall be opened first and if the earnest money is found in order only then the IInd envelope marked as Part-II, 'Price/Qualifying Bid' shall be opened.
5. Earnest Money Deposit (EMD) shall not accepted through cheque.
  6. Sealed quotations along with the profile of the firm, documents 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 this office before the last date/time of tender receipt.
  7. Tenders received without earnest money, incomplete and late tenders shall liable to be rejected.
  8. Conditional Tenders shall not be accepted.
  9. Tenders received telegraphically through telex or Fax/e-mail shall not be accepted.
  10. The Competent Authority reserves the right to reject any or all tenders without assigning any reason. PSTCL will not be responsible for payment of expenses or losses incurred by the tenderer, if any, in preparation of the tender.
  11. In case, the last date of receipt of 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.

12. The officer inviting tenders or an officer deputed by him may extend the due date for receipt of tenders in case of poor response defined by receipt of less than three tenders/quotations up to the fixed time or under any unforeseen situation.
13. Tender documents once submitted shall not be returned.
14. Tenders shall be signed by the owner or person holding power of attorney by him to do so.
15. The lump-sum professional charges are to be quoted separately for each year which will be inclusive of TA & DA but exclusive of other statutory levies to be paid extra as applicable from time to time.
16. The Tenderer shall submit his personal profile along with tender/quotation on prescribed tender form attached therewith and if found un-satisfactory, his tender documents shall be rejected.
17. The records and information contained therein shall satisfy the requirement regarding maintenance of Cost Accounting Records as specified in the Government of India notification (Electricity Industry) Rules, 2001.
18. The offer should be valid for 120 days from the date of opening of bids.
19. All other terms and conditions shall apply as specified under Works Regulations, 1997.
20. Tenders shall be **opened at 03.30 PM on 14.01.2025** in the office of **CAO/F&A, 3rd Floor, Shakti Sadan, Opp. Kali Mata Mandir, PSTCL, Patiala** in the presence of Tenderers or their authorized representatives who wish to witness the opening of tenders on production of letter of authority and they will append their signatures in the Tender Register in token of their presence.

21. **Payment Terms:**

Payment of Professional Charges shall be as under:

- (i) 60% on submission of Draft Cost Sheets/Cost Accounting Records for all accounting/cost centres and for the Corporation as a whole based on Un-Audited Annual accounts.
- (ii) 40% on submission of Final Cost Sheets/Cost Accounting Records for all accounting/cost centres and for the Corporation along with annexures to the Cost Audit Report as a whole based on Audited Annual accounts.

Payment shall be released within 45 days after the submission of bill duly complete in all respects or acceptance of draft/final Cost Sheets/Cost Accounting Records and annexures to Cost Audit Report for all accounting/cost centres and for the Corporation as a whole based on un-audited/audited accounts whichever is later as the case may be.

22. **Time Schedule for Completion of Assignment:**


- (i) Draft Cost Sheets/Cost Accounting Records for all accounting/cost centres and for the Corporation as a whole based on Un-audited Annual Accounts shall be submitted within the 30 days from the date of submission of Un-audited Annual Accounts of the Corporation.
- (ii) Final Cost Sheets/Cost Accounting Records alongwith Annexures to Cost Audit Report for all accounting/cost centres and for the Corporation as a whole based on Audited Annual Accounts shall be submitted within the 30 days from the date of submission of audited Annual Accounts of the Corporation.

23. **Penalty for Delay**

The time allowed for carrying out the work as prescribed above shall be strictly observed by the professional firm as mentioned above with all the due diligence (time being deemed to be the essence of the contract on the part of the firm). If any delay is made in submission of Complete Cost Accounting Records required under the Act to the satisfaction of PSTCL, the firm shall be liable to pay penalty an amount equal to one half percent (0.5%) of contract value for every week, the work remain unfinished after the contract completion period subject to maximum of 10% of the contracted professional charges.

24. If the services of the Cost Accountant are found satisfactory, the period of appointment may be extended for further years with the approval of the Competent Authority.
25. All the statutory deductions shall be made at the time of release of payments.
26. **Jurisdiction of courts:-** Any dispute arising out of or in respect of the contract will be subject to the jurisdiction of **District Courts, Patiala only**.

This issues with the approval of competent authority.

  
Sr. AO/Budget,  
PSTCL, Patiala.

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**PERFORMA FOR SUBMISSION OF TENDER**

<b>1. Name of Applicant (FIRM)</b>	
<b>2. Date of Establishment of Firm</b>	
<b>3. Address</b>	
<b>4. Experience (in No. of Years)</b>	
<b>5. Membership No. as Cost and Management Accountant with ICAI Kolkata. (attach copy)</b>	
<b>6. Membership valid upto</b>	
<b>7. Certificate of practice number (as Cost Accountant) and date of Issue (attach copy)</b>	
<b>8. Certificate of practice as Cost Accountant valid upto (attach copy of working as Cost Accountant)</b>	
<b>9. Email Address</b>	
<b>10. Phone/Mobile No.</b>	
<b>11. GST Registration Number (attach copy)</b>	
<b>12. Details of PAN (Attach Copy)</b>	
<b>13. Scope of work</b>	To prepare and maintain Cost Accounting Records of PSTCL for FY 2024-25 and FY 2025-26 which includes collection of data, development and maintenance of Cost Accounting Records, preparation and submission of cost statements, preparation and submission of annexures to Cost Audit Report to be submitted to Cost Auditor and reconciliation of cost records with financial record as required under Cost Accounting Records (Electricity Industries) Rules as amended from time to time notified by the Govt. of India, Ministry of Corporate Affairs (MCA).

<b>14. Amount Quoted (inclusive of TA &amp; DA but exclusive of other statutory levies to be paid extra as applicable from time to time.)</b>			
<b>Sr. No.</b>	<b>Year</b>	<b>Amount Quoted (In figures)</b>	<b>Amount Quoted (In words)</b>
<b>1.</b>	<b>2024-25</b>		
<b>2.</b>	<b>2025-26</b>		

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

<b>16. Details of EMD</b>				
<b>Particulars</b>	<b>Amount of Draft Payable at Patiala</b>	<b>Demand Draft No.</b>	<b>Date of issue of Demand Draft</b>	<b>Name of the issuing Bank</b>
<b>Earnest Money Deposit (EMD)</b>				

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

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

I/We shall also abide myself/ourself to the terms and conditions of Tender Specifications issued by PSTCL for preparation and maintenance of Cost Accounting Records required under the Act as amended from time to time.

**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 Card.
4. Self attested Copy of proof of GST Registration Number.
5. Self attested Copy of proof of experience like certificate of completion of assignments done.
6. Self attested Copy of proof of Date of Establishment of Firm.
7. Demand Draft for EMD in a separate envelope.