

## **Notice**

Notice Inviting **Expression of Interest (EOI)** for appointment of CA/CMA Firms for preparation/updating Fixed Assets Register as on 31<sup>st</sup> March'2022 with due Physical Verification and reconciliation with Books of Accounts fixed assets located/installed under various locations of Tripura State Electricity Corporation Ltd. (TSECL).

TSECL invites Expression of Interest (EOI) in sealed quotations from experienced, eligible firms of Chartered Accountants (CA) / Cost Accountants (CMA) for Appointment for preparation/updating Fixed Assets Register as on 31<sup>st</sup> March' 2022with due Physical Verification and reconciliation with accounting records towards fixed assets located/installed at Divisions, Circles and Corporate Office of TSECL as per Books of Accounts. The detailed document for EOI consisting scope of work, Selection Criteria, General Terms & Conditions etc. together with Annexure – I to VII and Appendixes - A, B & C are available at the TSECL's websites as i.e., [www.tsecl.in](http://www.tsecl.in)

Interested parties may send the application completed in all respect addressed to **the General Manager (Finance), Tripura State Electricity Corporation Ltd, Bidyut Bhavan, North Banamalipur, BK. Road, Agartala, Tripura(W), PIN- 799001** by **2<sup>nd</sup> March'2022, 14.00 hours.**

Sd/-  
(Gautam Mukhopadhyay)  
General Manager (Finance)  
Tripura State Electricity Corporation Ltd.

Dated : 16<sup>th</sup> February'2022  
Agartala  
Tripura (W)



**Tripura State Electricity Corporation Ltd.  
Bidyut Bhavan, North Banamalipur, Agartala, Tripura(W)**

**Notice Inviting Expression of Interest (EOI)**

**EIO No.No.F.13(37) TSECL/FIN/2006**

**EOI DOCUMENT**

**For**

**Appointment of CA/CMA Firms for preparation/updating of Fixed Assets Register as on 31<sup>st</sup> March'2022 with due Physical Verification and reconciliation with Books of Accounts of fixed assets under Divisions, Circles and Corporate Office of Tripura State Electricity Corporation Ltd. (TSECL).**



**Tripura State Electricity Corporation Ltd.  
Bidyut Bhavan, North Banamalipur, Agartala, Tripura(W)**

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**No.F.13(37) TSECL/FIN/2006**

**Dated 16<sup>th</sup> February'2022**

**Sub:** Notice Inviting Expression of Interest (EOI) for appointment of CA/CMA Firms for preparation/updating Fixed Assets Register as on 31<sup>st</sup> March'2022 with due Physical Verification and reconciliation with Books of Accounts fixed assets located/installed under various locations of Tripura State Electricity Corporation Ltd. (TSECL).

TSECL invites Expression of Interest (EOI) in sealed quotations from experienced, eligible firms of Chartered Accountants (CA) / Cost Accountants (CMA) for Appointment for preparation/updating Fixed Assets Register as on 31<sup>st</sup> March' 2022 with due Physical Verification and reconciliation with accounting records towards fixed assets located/installed at Divisions, Circles and Corporate Office of TSECL as per Books of Accounts. The detailed document for EOI consisting scope of work, Selection Criteria, General Terms & Conditions etc. together with Annexure – I to VII and Appendixes - A, B & C are available at the TSECL's websites as i.e., [www.tsecl.in](http://www.tsecl.in)

**1. Introduction:**

Tripura State Electricity Corporation Ltd. (TSECL) is a Government of Tripura Enterprise under Department of Power engaged in the business of purchasing, selling, generation, transmission and distribution of electricity. Further details are available on the Company website [www.tsecl.in](http://www.tsecl.in)

**2. OBJECTIVES:**

The selected firm(s) shall be engaged for preparation/updating Fixed Assets Register with due Physical Verification and reconciliation with accounting records towards fixed assets located/installed at Divisions, Circles and Corporate Office Offices of TSECL. A fixed asset register is an accounting system which lists all the Fixed Assets of an organization. The financial values of the assets are recorded and depreciation is calculated to get the latest picture of all fixed assets. The objective of the current assignment is to seek a professional assistance in developing and maintain in Fixed Assets of TSECL. The firm has to ensure that all the assets owned by and assets in operation for the purpose and activities of TSECL are recorded, documented in the Fixed Assets Register of the organization as on the given date. In addition to that, it must ensure that the values are derived by applying

Generally Accepted Accounting Principles, Accounting Standards and other statutory parameters.

Total value of fixed assets shown in the Balance Sheet as on 31<sup>st</sup> March'2022 has to be justified with the physical existence of the individual items or with necessary documentary existence. The firm should physically verify the asset in association with accounting official, put unique identification number, if necessary and prepare the conciliation report of lists of assets.

### **3.Submission of Bid:**

- (i.) Bidder should take due care to submit tender in accordance with requirement in sealed covers
- (ii.) All the supporting documents should be certified/attested by the bidder with office seal.
- (iii.) Bid evaluation Criteria shall be the basis for evaluation of tenders. TSECL will not entertain any modification subsequent to opening of bids and bids not confirming to tender conditions shall be to be rejected
- (iv.) In case any bidder fails to submit the documents in support of qualifying requirement (QR), the offer of the bidder shall be rejected
- (v) The fees (price) for above work shall be quoted in price bid as prescribed format (Annexure -VII) in EOI.
- (vi) Interested parties may send the application completed in all respect addressed to **the General Manager (Finance), Tripura State Electricity Corporation Ltd, Bidyut Bhavan, North Banamalipur, BK. Road, Agartala, Tripura(W), PIN-799001 by 2<sup>nd</sup> March'2022, 14.00 hours.**

#### **Note:**

- (i) Any amendment/Corrigendum/Addendum shall be published on [www.tsecl.org](http://www.tsecl.org) tender document. Change in date of submission, if any, shall be placed only on the TSECL website. However, if there is a substantial change in the specification of service, fresh publication of original bid inquiry may be issued. TSECL reserves right to extend the deadlines for submission of bids.
- (ii) All the bids received after the notification due date and time of closing of Bid will not be considered. TSECL will not be responsible for loss of EOI Documents in transit or delayed delivery for any reason whatsoever.

### **4. Scope of Work:**

The selected firm has to cover all Divisions, Circles and Corporate Office at Agartala for preparation of Fixed Assets Register with due Physical Verification and reconciliation with Books of Accounts towards fixed assets located/installed of TSECL. The selected firm has to ensure that all the assets existing physically and supported by entries in Fixed Asset Register, as well as concerned finance record. All the Fixed Assets of the Company are under the following Circle and Division Offices.

Sl No	Name of Office	Location
1	Electrical Division No. I,Agartala.	Agartala
2	Electrical Division, Dharmanagar.	Dharmanagar.
3	Electrical Division No. II,Agartala	Agartala,Bardawali
4	Electrical Division, Udaipur.	Udaipur.
5	Electrical Division, Kumarghat.	Kumarghat.
6	Electrical Division, Santirbazar.	Santirbazar.
7	Electrical Division, Ambassa.	Ambassa.
8	Electrical Division, Bishalgarh.	Bishalgarh.
9	Electrical Division, Khowai.	Khowai.
10	Electrical Division, Sonamura.	Sonamura.
11	Electrical Division, Manu.	Manu.
12	Electrical Division, Kanchanpur.	Kanchanpur.
13	Electrical Division, Amarpur.	Amarpur.
14	Electrical Division, Capital Complex.	Agartala, Capital Complex
15	Electrical Division, Mohanpur.	Mohanpur.
16	Electrical Division, Jirania.	Jirania.
17	Electrical Division, Kamalpur.	Kamalpur.
18	Electrical Division, Kailashahar.	Kailashahar.
19	Electrical Division, Belonia	Belonia
20	Electrical Division, Sabroom.	Sabroom.
21	Electrical Division, Teliamura.	Teliamura.
22	Electrical Division, Jampuijala	Jampuijala
23	Transmission Divn. 79 Tilla ,Agt.	79 Tilla ,Agartala
24	Transmission Division, Udaipur.	Udaipur.
25	Transmission Division, Kumarghat	Kumarghat
26	Gas Thermal Electrical Division, Rokhia.	Rokhia.
27	Gas Thermal Electrical Division,	Baramura.
28	Gumti Electrical Division, Jatanbari.	Jatanbari.
29	Central Civil Divn,79Tilla,Agt.	79 Tilla ,Agartala
30	System Operation, Agartala.	79 Tilla ,Agartala
31	Electrical Circle, Gomati.	Udaipur.
32	Electrical Circle- I, Agt.	Corporate Office premises
33	Generation Circle, Agt.	Corporate Office premises
34	Electrical Circle, Unakoti.	Kumarghat
35	Electrical Circle -II, Agartala.	Corporate Office premises
36	Electrical Circle, Dhalai.	Ambassa
37	Electrical Circle, Belonia.	Belonia.
38	Commercial & Tariff Division	Corporate Office building
39	Materials Management Division	Corporate Office building
40	Testing & Communication Division, Agt.	79 Tilla ,Agartala
41	Corporate Office	Agartala

4.1 The assignment of preparation/updating and physical verification should cover physical verification of Fixed assets and its reconciliation with the Books of Accounts. Following areas of physical verification of fixed assets shall be covered by selected firm of Chartered Accountants / Cost Accountants: -

- Land
- Building
- Plant & Machinery
- Furniture and Fixtures

- Vehicles
- Computers & Accessories
- Office Equipment
- Different IT facilities/System and products
- Miscellaneous assets/equipment

4.2 Following Points shall be covered by the appointed Firm in its final report.

- Fixed Assets Register, as per defined format so that the assets can be identified from register itself at any point of time.
- Reconciliation with Fixed Assets Register and recommend the action shortage/excess of items.
- Report on slow moving, non-moving, surplus, unserviceable, obsolete items of Fixed Assets.
- Marking of Asset Identification/Codification Number on related items, if required.
- Valid Registration Certificates of vehicles.
- Maintenance of Office Asset Register by respective authorities.
- Insurance validity of movable assets including vehicles.
- Assets not supported by record.
- Wrong classification of Assets.

#### 4.3 Procedure/Steps of Work:

- i) These data collected have to be checked and reconciled in soft copy and/or hard copy with the available records.
- ii) The selected firm should verify physically assets of all the units under Circles and DivisionsOffices.
- iii) This final reconciliation report is to be prepared in discussion with AGM and DGM of Circles and DivisionsOffices.
- iv) The selected Firm must ensure that the assets which are condemned or retired from active use are excluded from the Fixed Asset Register.
- v) The job is to be completed within 60(sixty) daysfrom the date of issue of work orders/award of letter.
- vi) For the items, where the individual costs are not available, total costs as per the books of account will be taken as base, allocating on individual items utilizing standard acceptable practice.
- vii) The final reconciliation report is to be prepared as per the prescribed format admissible as per Ind. AS applicable.
- viii) Depreciation will be calculated at the rates applicable as per Ind. AS.
- ix) Any other suggesting works depending as per requirement.

#### 4.4 Deliverable:

- i) Circle and Division-wise list of usable & unusable (obsolete/unserviceable/surplus) items to be found in Fixed Assets Register.
- ii) Consolidated list of items to be recorded in Final Reconciliation Report.
- iii) Valuation of each item,

iv) To train to staffs of TSECL how to prepare, maintain and modify Fixed Asset Register.

v) Fixing Unique Identification Number enabled sticker, if necessary.

vi) Prepare Fixed Asset Register as per prescribed format, being admissible as per requirement of TSECL in both Hard copy and soft copy.

vii) The firm shall directly submit its reports covering the points as mentioned above in three sets duly spiral bounded and Pen Drive / CD written in MS Word/ MS Excel compatible with Windows 2019& above as follows: -

viii) Preparation and updating of Fixed Assets Register with due Physical Verification must be conducted by the selected firm, within prescribed time period and after conclusion of Physical verification, the discrepancies i.e., shortage/excess and status i.e., surplus/obsolete/slow moving is to be reported to Corporate Office for proper action respectively.

b) The firms shall submit report *inter alia* covering the matters as mentioned above. In addition to this, a Management Report covering the following points in particular is also to be prepared and submitted to Corporate Office -

o Whether proper records showing full particulars of fixed assets including location of fixed assets are being maintained as per statutory requirement.

o Whether Assets Identification Number (AIN) has been recorded in the Fixed Asset Register as well as on the Assets.

o The firm should offer comments/ suggestions, if any on shortcoming in the controls and procedures presently being followed by this Organisation in the assigned area.

#### **5. Time Period:**

a) The cut-off date for preparation and updating Fixed Assets Register with due physical verification shall be the Closing Balance as per Books of Accounts as on 31/03/2022.

b) The assignment shall be time bound and time shall be the essence of the assignment by which physical verification report shall be completed within scheduled period (60 days) as defined in award letter. It is also expected that such assignment has to commence with effect from the date of receipt of the award of work.

#### **6. Physical Verification Audit Team:**

a) Physical Verification audit team should consist of adequate numbers of qualified/semi-qualified assistants (CA/CMA) led by a partner of the Firm for the physical verification audit work of each Project assigned.

b) Physical Verification Audit Fees:

i. Fees for the assignment of preparation and updating due physical verification of Fixed Assets each shall be governed as per EOI guidelines.

ii. No TA/DA/Conveyance allowance shall be paid to the Firms appointed for the work

**7. Requisite Eligibility Criteria, Qualification and Experience for selection (Check-list):**

a. Only registered firm/agency with Institute of Chartered Accountant / Cost Accountants of India would be eligible to apply.

b. Established Audit Firm's experience in practicing for at least **05** years or more in various Govt. departments/PSUs/ABs, as on the last date of submission of EOI/Tender is eligible to submit their offer with valid documentary evidence in support of their experience.

c. The firm/agency shall free from any disqualification as mentioned in the Companies Act, 1956.

d. The firm registered must have Income Tax Permanent Account Number (PAN) and Goods and Service Tax Registration, Unique Code Number and CAG, if any.

e. The firm/agency should have been in operation or in existence for at least 05 years or more after its registration, as on the last date of submission of EOI/Tender.

f. Average Annual receipt/turn-over of the audit firm in the last three (03) financial years ending on March 31st, 2021 must be at least Rs. 25, 00,000 /- (Twenty-five lakhs). Audited balance sheet and Profit-loss account statements for last three years (2018-19, 2019-20 and 2020-21) should be attached.

g. The bidder should submit partnership deed, if any, the last three financial years ITR return along with Bid application.

h. The bidder should note that number of partners in the audit firm/ agency for not less than 05 years as on the last date of submission of EOI. The minimum number of partner Chartered/Cost Accounts is 02 or more. The partners must be holding certificate of Practice issued by Institute of Chartered / Cost Accounts of India and should be in whole time practice.

i. The bidder should note that number of Physical verification assignments completed in various government (central or state or union territories) department/PSUs/Autonomous Bodies from F.Y. 2018-19 to 2020-21. Further PSUS concerned should have at minimum net fixed asset (tangible & intangible) of Rs. 300 cores or above in the relevant year.

**Note:** Requisite documentary evidences duly attested by the applicant firm with its official in support of criteria given at Para **7 (a) to (i)** are required to be submitted with Bid application. Proposals without the requisite documentary evidences shall not be considered for evaluation.



## **8. Technical Evaluation Process:**

The tender(s) will be evaluated by Tender Evaluation Committee set up by Competent Authority of TSECL. The physical audit firm, who will meet the technical eligibility criteria (eligibility criteria, experience and qualification) tabulated above in Technical Evaluation Process shall be considered for empanelment and then, the selection will be on the lowest price quote basis.

### **In case of tie, in Price quote,**

- a) Firm of Chartered/Cost Accounts with having longer experience shall be given preference based on the year of registration.
- b) Firm with a higher number of fellow or Associate Members of the Institute of Chartered/Cost Accounts as partners shall be given preference.

## **9. General Terms and Conditions:**

(i) Empanelment of Firm of Chartered Accountants/Cost Accountants on rate contract for appointment as Physical Verification auditor shall remain valid for **3 financial years starting from F.Y. 2021-22.**

(ii) The Physical Verification work/assignment shall be awarded at the address of Head/Business Corporate Office of the selected firm.

(iii) The tenure of appointment shall be at the sole discretion of the TSECL. The appointment for said assignment shall be made for each year separately and for a maximum of three years. The renewal of appointment each year shall be at the sole discretion of the TSECL subject to satisfactory performance of selected firm. However, it is expressly stated here that empanelment of the firm is not to be construed as assured appointment and the TSECL reserves the right not to appoint/reappoint at its sole discretion without assigning any reason thereof and without giving any more compensation thereof.

(iv) **Liquidated damage:** The liquidated damages shall be levied for delay from the above timelines which shall be 0.5 every week or a part thereof subject to a maximum of 10%.

(v) All entries in the offer shall be either typed or neatly hand written. overwriting/correction/erase and/or use of white ink should be avoided in the offer. However, if any over-writing/correction/erase is inevitable, the same should be authenticated with the signature & seal of authorized person of applicant firm.

(vi) All the pages of the proposal document and documents submitted along-with the offer shall have to be authenticated by the authorized signatory of the applicant firm(s) with the firm's seal.

(viii) Incomplete or conditional/hypothetical tender shall be summarily rejected.

(ix) It will not be obligatory for TSECL to accept the lowest quotation and no explanation shall be given for the cause of rejection of quotation of any firm. No such obligation on the part of TSECL is also to inform the unsuccessful firms of the outcome of the tender process.

(x) The contractor shall not employ any person who has not completed eighteen years of age. The firm shall comply with all the statutory provisions as laid down

under various labour laws/acts/rules. In case of non-violation of any such statutory rules/laws /acts, there will not be any liability upon TSECL.

(xi) TSECL will be under no legal obligation to provide employment to any of the personnel of the firm during / expiry of agreement period and TSECL recognizes no employer-employee relationship between TSECL and the personnel deployed by the firm/agency.

(xii) The successful contractor's staffs, so deputed, shall not divulge/disclose to any person, regarding any details of office, operational process, technical know-how, security arrangements, and administrative/organizational matters.

(xiii) The contractor shall ensure punctuality, cleanliness, obedience, promptness, proper conduct and integrity of the personnel in the office premises, and enforce prohibition of consumption of alcoholic, drinks, smoking, loitering without work. Failing to do so, the security deposit will be forfeited and contract will be cancelled forthwith by serving notice by the Competent Authority and will also be barred to participate in the future tender.

(xiv) All instructions, notices and communications etc. under the contract issued in writing and if sent to the last known place of business, shall be deemed to be served on the date, even in ordinary course of post, these would have been delivered to the contractor.

(xv) A firm blacklisted by any Govt. /State Government office will not be eligible to participate in this tender. In case any such firm obtained contract by hiding the facts and it comes to the notice of Office later, contract will be cancelled immediately and security forfeited.

(xvi) "Applicable Law" - means all relevant laws in force and effect as of date hereof and which may be promulgated or brought into force and effect hereinafter in India, including judgments, decrees, injunctions, writs or orders of court, as may be in force and effect during the subsistence of this Tender Document.

(xvii) General: The selected firm will be given access to all legal documents, books of accounts, procurement documents, correspondence, and any other information associated with the assignment and deemed necessary.

(xviii) "Bid Document" - shall mean the document submitted by the bidder, pursuant to understanding and agreeing with the terms and conditions set out in this Tender Document.

(xix) DUE DILIGENCE:

The Bidder is expected to and shall be deemed to have examined all instructions, forms, terms and specifications in this Tender Document. The Bid should be precise, complete and in the prescribed format as per the requirement of the Tender Document. Failure to furnish all information required by the Tender Document or submission of a bid non-responsive to the Tender Document in every respect will be at the Bidder's risk and may result in rejection of the bid. TSECL shall at its sole discretion be entitled to determine the adequacy / sufficiency of the information provided by the Bidder.

(xx) **COST OF BIDDING:**

The Bidder shall bear all costs associated with the preparation and submission of its bid and TSECL shall under no event or circumstance be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

(xxi) **MSME, SC/ST ENTREPRENEUR:**

Micro Small Medium Enterprise (MSME) and SC/ST Entrepreneurs are encouraged to apply for the tender. If the bidder is a Micro, Small, Medium Enterprise (MSME) or a SC/ST Entrepreneur, Start-up India Entrepreneur, then this should be declared while filling the company details in the online bidding process. Supporting documents should also be submitted along with other documents.

(xxii) **UNDERTAKING:**

An un-conditional undertaking from the Bidder stating the compliance with all the terms and conditions of the Contract/Tender will be required, since no deviation will be acceptable to TSECL

(xxiii) **TENDER EVALUATION COMMITTEE**

TSECL will constitute the Tender Evaluation Committee. This committee will evaluate the EOI Documents submitted by the Bidders.

i. The Tender Evaluation Committee may choose to conduct negotiation or discussion with any or all the Bidders. The decision of the Evaluation Committee in the evaluation of the Technical and Commercial bids shall be final and binding on all the parties.

ii. The prospective bidders may note that only on fulfilment of above technical eligibility criteria, qualification and experience, the bid may be considered for evaluation. In-case of non-fulfilment of any pre-qualification criteria, bids of respective bidder shall be rejected.

iii. Any effort by a Bidder to influence the Tender Evaluation Committee's processing of Bids or award decisions may result in the rejection of the Bid.

(xxviii) **MODIFICATION/ SUBSTITUTION/ WITHDRAWAL OF PROPOSALS:**

The Applicant may modify, substitute, or withdraw its proposal after submission, provided that written notice of the modification, substitution, or withdrawal is received by the TSECL prior to Proposal Due Date. No Proposal shall be modified, substituted, or withdrawn by the Applicant on or after the Proposal Due Date.

The modification, substitution, or withdrawal notice shall be prepared, sealed, marked, and delivered with the envelopes being additionally marked "MODIFICATION", "SUBSTITUTION" or "WITHDRAWAL", as appropriate.

Any alteration / modification in the proposal or additional information or material supplied subsequent to the Proposal Due Date, unless the same has been expressly sought for by the Authority, shall be disregarded.

(xxiv) **TRANSFER AND SUBLETTING:** The firm shall not sublet, transfer, assign or otherwise part with the acceptance to the tender or any part thereof, either directly or indirectly, without the prior written permission of TSECL.

(xxv) **FORCE MAJEURE:** Force Majeure will be accepted on adequate proof thereof.

(xxvi) **Payment Terms:**

The payment shall be made against the services provided by firm as per the nature of work, subject to the following terms and conditions:

- i) The term „payment“ mentioned in this para includes all types of payment due to the service provider arising on account of this Contract excluding Earnest Money and Security Deposit governed by the separate clauses of the Contract.
- ii) The payment during the entire contract period shall be made in accordance with the financial bid submitted by the selected bidder and finally accepted by TSECL. No upward price variation would be allowed during the contract period.
- iii) Any increase on the part of statutory tax rates during the contract period will be borne by TSECL.
- iv) TDS under Income Tax will be deducted at applicable rates.
- v) TSECL reserves the right to deduct any amount from the Bill/Invoice as may be considered, reasonable for unsatisfactory services or delay in providing of services. The decision of TSECL will be the final and binding in this regard.
- vi) The selected audit firm will raise the bill in duplicate indicating with TSECL’s GST Number 16AACCT2964MIZY on fully satisfactory completion of assignment/work. Payment will be made within sixty days after rendering complete satisfactory services and receipt of Bill/Invoice with making all necessary deductions of dues & penalties, if any, as contemplated under the contract.
- vii) No Advance payment or any interim payment nor any loan from any bank or financial institution recommended will be paid against such award of work.
- viii) TSECL shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties.
- ix) Payments will be made through RTGS / NEFT after deducting TDS, as per the rules of the Government and as applicable from time to time. The Successful firm should provide his/her bank details duly signed by authorized signatories (Bank Authority & the bidder) along with the copy of cancelled Cheque.
- x) Bidder should note that the GST Number of TSECL, along with GST Number of the vendor, state code and HSN Code etc. should be mentioned in the printed bill/invoice, otherwise payment will not be possible.

(xxxiii) **ACCEPTANCE & WITHDRAWALS:**

The right of final acceptance of the tender is entirely vested with TSECL, who reserves the right to accept or reject any or all of the tenders in full or in parts without assigning any reason whatsoever. There is no obligation on the part of TSECL to communicate with rejected bidders. After acceptance of the tender by TSECL, the Bidder shall have no right to withdraw his tender, or claim higher price.

(xxxiv) **NOTIFICATION OF AWARD:**

The Bidder, whose Bid has been accepted shall be notified of the award by the TSECL, by registered letter, fax or by official mail. The Bidder shall acknowledge in writing, the receipt of the Letter of Acceptance and shall send his acceptance to enter into the Contract within 3 days from the receipt of the **Letter of Acceptance (LoA)**.

(xxxv) **AUTHENTICATION OF BID:**

The original copies of the EOI Document shall be signed by a person or persons duly authorized to bind the Bidder to the Contract. The person or persons signing the Bid

Document shall initial all pages of the Bid Document, including pages where entries or amendments have been made along with Company Seal. These documents at large will be scanned and attached with bid application before close of date and time.

(xxxvi) **PERIOD OF CONTRACT:**

The Contract will be initially for a period of one year from the date of award which is further extendable up to another two more years with solely discretion of TSECL subject to continuous & satisfactory performance of the Contractor. However, in case of failure or breach of any/ all terms and conditions of the Contract by the Agency/Party, TSECL shall have the right to terminate the Contract forthwith in addition to forfeiting the security amount deposited by the Contractor and initiating administrative actions for black listing etc. solely at the discretion of the competent authority of TSECL. However, in case of extension of Contract to any subsequent periods (or for such period(s) less than that as it may deem necessary to be decided by TSECL, a written mutual consent will be necessary in the line of accepting the same rate and terms and conditions of the said bid.

(xxxvii) **Compliances / Declarations /Certificates by firm(s) on appointment:**

i. The Chartered Accountant/Cost Accountant Firm shall not sub-contract the assigned audit work.

ii. The Chartered Accountant/Cost Accountant firm shall work in strict confidence and shall ensure that the related data or information in respect of the operation/activities of the TSECL is dealt with strict confidentiality and secrecy.

iii. Assigned Physical Verification audit work of Physical Verification shall be completed within time frame specified by the Organisation.

iv. No partner of the Chartered Accountant/Cost Accountant firm should be related to either C. M. D. or any Whole Time Directors or Part Time Directors of the Company within the meaning of the Companies Act, 2013.

v. Neither the Chartered Accountant/Cost Accountant firm nor its partner(s) or associates should have any interest in the business of this TSECL.

vi. The Chartered Accountant/Cost Accountant firm(s) shall be free from any disqualification under The Companies Act, 2013. In addition to this, the Chartered/Cost Accountant firm(s) must not be holding any assignment of Internal/ Statutory/ Cost Audit of TSECL.

vii. The partners holding Certificate of Practice issued by Institute of Chartered/Cost Accountants of India are in whole time practice.

viii. The Chartered Accountant/Cost Accountant firm shall ensure that data given to them by the Organisation and any information generated from the data provided shall not be used by the Auditor for any other purpose.

(xxxviii) **Debarring Provisions:** The Audit Firm will be debarred from getting, the Physical Verification audit or any other assignments of TSECL:

i. If the Firm obtains the appointment on the basis of false information/mis-statement.

ii. If the Firm does not take up audit in terms of appointment letter.

iii. If the Firm fails to maintain/honour confidentiality and secrecy of the Organisation's data.

iv. If the firm does not complete the assignment within the assigned time frame as specified in the award letter.

(xxxiv) The rates of successful bidder should be valid for **at most three years** from the date of signing of the rate contract. Tender rates valid for a shorter period shall be rejected as non-responsive. No claim for compensation or loss due to fluctuations or any other reasons/ causes will be entertained.

(xxxv) **Settlement of Disputes:** In case of any dispute or difference arising out of or in connection with any of the terms and conditions to this Notice/Engagement, in the first instance, the parties shall try to resolve the same by mutual discussion, failing which the same shall be referred to the sole arbitrator to be appointed mutually by the parties. The Arbitration and Conciliation Act, 1996 and any statutory modifications or re-enactment thereof, shall apply to these arbitration proceedings. Arbitration proceedings shall be held at Agartala and the language of the arbitration proceedings shall be in English. The arbitral award shall be in writing and shall state the reason therefore. Subject to the arbitration clause as mentioned above, the courts at Agartala shall have the exclusive jurisdiction to try any suit in the matter.

**General Manager (Finance)**  
**Tripura State Electricity Corporation Ltd.**

## Annexure-I

### Format of Covering Letter

(To be submitted on Firm's/Proprietorship/Individual letter Head)

To  
The General Manager (Finance),  
TRIPURA STATE ELECTRICITY CORPORATION LTD  
Corporate Office (Bidyut Bhavan),  
North Banamalipur, Tripura(W)  
AGARTALA-799001

**Sub:** Appointment of Auditors for preparation/updating of Fixed Assets Register with due Physical Verification of Fixed Assets as per Books of Accounts of Divisions, Circles and Corporate Office of TSECL.

Dear Sir,

We enclose herewith the particulars and details of the firms, in connection with above assignment.

We also state as follows:

- a. We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.
- b. The prices quoted by us in the Financial Proposal are still valid till six months from the date of opening of bid. We confirm that this proposal will remain binding upon us.
- c. Prices have been arrived independently without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any competitor.
- d. We agree to bear all costs incurred by us in connection with preparation and submission of the proposal and to bear any further pre-contract costs.
- e. We understand that TSECL is not bound to accept the lowest or any proposal or to give any reason for award or for the rejection of any proposal.

Date:

Place:

(Signature of the authorized  
person Name along with seal of the  
firm:

## Annexure-II

**Technical Bid Form**  
**(To be submitted on Firm's letter Head)**  
**xxx**

Sr. No.	Criterion	Particulars of Firm's strength and capacity	Information to be shared/certified documents to be attached
01	The firm/ Agency should be based at North East and Eastern Part of India (Submit Supporting Document regarding address) and (Certificate of practice from the ICAI)	Name of the Firm/Agency	
02		Name and address of the Chartered Accounts/Cost Accounts of the Firm/Agency employed with the firm	
03		Name of the Authorized Person, who may sign on the EOI documents	
04		Name of proposed overall In-charge for the Assignment (Partner/Prop.) (FCA/ACA)	
05		Corresponding Postal Address (main corporate business or branch) of firm/agency	
06		Telephone No.	
07		Mobile No.	
08		Fax No.	
09		E-mail id	
10		Website	
11		Whether Agency has its business/Corporate office is based at Tripura (Submit supporting document regarding address)	Yes/No
12	Accepted the terms and conditions of the said Expression of Interest Notice as token of acceptance.	Yes/No	
13	Brief Resume of the firm	Attached/Not	
14	The firm should be in operation for at least 05 years after its registration (attach a self-attested copy thereof)	Year & Month of establishment of firm/agency/starting of operation (attach a self-attested copy thereof)	
15		<b>Compulsory Conditions:</b> State for existence/operation for a minimum period of five years or more before the date of submission of EOI.	
16		<b>Legal Status:</b> Please specify as to whether Agency is a sole proprietorship or	



		partnership firm or company (Pvt. Or Public) or any other form etc.	
17		Whether Agency or any other entity with which any of its Director / Partner or proprietor etc. are/have been associated or any Director/Partner etc had ever been convicted for any offence by any court of Law at any point of time. Give details, if any.	Yes/No
18		Whether Agency and or its Ddirectors/partners etc. are black listed/debarred/delisted by any Government Department/ Organization as on date.	Yes/No
19	Registration with valid Authority (Submit Proof of supporting document)	Valid Registration Certificates issued by ICAI/CAI Registration Number--	
20		Permanent Account No. (PAN) of Firm/Agency (attach a self-attested copy thereof)	
21		GST Registration No.	
22		Last three years of ITR Return form	Attached or Not
23	Average Annual Income of the firm for the last 3(three) years ending on 31st March, 2017, must be equal or to greater than 25 lakhs.	<b>Compulsory Conditions:</b> Average Annual Income/Turn-Over (i.e., Average Gross Professional Fees received/earned) in last three years at least 25 lakhs or more. For the purpose of ascertaining parameter of Turnover of the bidder, average annual turnover for last three financial years (2018-19, 2019-20 and 2020-21) shall be considered. (Refer to <b>Appendix-C</b> )	Attached or Not
24	Details Bank Instrument to be attached with Technical Bid	Details of Cost of EOI Application (Rs. 590/-) (i.e., Rs. 500+ 18% of Rs. 500 /-) (Enclose hard copy of Demand Draft	Draft No.:
			Date:
			Issuing Bank:
			Branch:
			Amount:
25		Details of Earnest Money Deposit of Rs. 5, 000 /- (Enclose Hard copy of Demand Draft)	Draft No.:
			Date:
			Issuing Bank:
			Branch:
			Amount:
26	Experience Certificate	Details of minimum five years of past Experience/exposures of the Applicant Agency/Firm as Physical Verification Auditor. (Attach Experience Certificate/supporting documents issued by various government/PSUS/ABs).	Attached or Not

		(Attach the copies) ( <b>Appendix-B</b> )	
--	--	---	--

This is to certify that I/We before signing this bid have carefully read the contents of the EOI Document and fully understood all the terms and conditions contained therein and undertake myself/ourselves to abide by the same.

I/We hereby declare that the information/facts provided is true, correct and to best of my/our knowledge and belief.

In case any information/facts found to be incorrect, misleading or factually wrong, TSECL is empowered to take any decision/action, as deemed fit.

**Note:** Please strike out **Not Applicable (N/A)**, against those particulars does not relate, while filling up the above column.

Date:

Place:

Signature of Bidder Name of Bidder  
 Designation:  
 Seal of Bidder

### Annexure-III

#### Information required to be filled up by the Firms for evaluation Criteria

(To be submitted in Firm's own letter head)

EOI No.F.13(37) TSECL/FIN/2006

Dated 16<sup>th</sup> February'2022

Sl. No.	Selection Criteria	Indicate Experience/ other measures
01	Number of partners in the firm for not less than 03 year as on the last date of submitting EOI. (The partners must be holding Certificate of Practice issued by Institute of Chartered / Cost Accounts of India and should be in whole time practice.)	As per <b>Appendix 'A'</b>
02	Details of Firm's experience of practice/service (number of physical verification assignments/form of physical verification auditor) completed in various Department/Offices of Central Government/State Government, /PSUs/,ABs from F.Y. 2018-19 to 2020-21 (PSUS concern should have minimum net fixed asset (tangible and intangible) of Rs. 300 crore or above in the relevant year. (Exposure/Experience)	As per <b>Appendix 'B'</b>
03	Firm's Annual Income/Turn-over	As per <b>Appendix 'C'</b>

**Note: -**

1) Documentary evidences of all the information as stated above are to be furnished along with the offer.

2) All the pages of offers and documents to be attached are to be signed by the partner/owner of the firm along with seal of the firm.

Declaration: - I, \_\_\_\_\_ Partner / owner of the Firm \_\_\_\_\_, hereby declare that the above information furnished is true & correct to the best of my knowledge and I will abide by the Terms & Conditions set by the company for the appointment of Physical Verification Auditors.

Date:

Place: Signature and seal of the firm

**Appendix A**

**Details of the Partner (Member) of the Firm/Agency:**

Sl. No.	Name of Partner	Designation	Date of joining as a Partner	Membership No.	Status (FCA/ACA)	Date of Issue of Certificate of Practice	Remarks
01							
02							
03							
04							
05							
06							

**Note:** Furnish the self-attested copy of the documentary evidence in support of the information provided above, if required; add/append an extra page in this format.

Date:

Place:

(Signature of the authorized person  
Name along with seal of the firm:

## Appendix B

**Details of Firm's experience of Services (Number of Physical Verification Assignment/Physical Verification Auditor/) in Central/State Govt. Agencies/PSUs/ABs during last 3 (three) years ending the financial year 2020-21.**

Sl. No.	Name of Govt. Organization along with Address (Central/State/PSUs/ABs)	Name of the Assignment/ Work	Duration of the Assignment (Start & End date)	F.Y. for which Physical Verification Audit Conducted and Nature of the Assignment/ Work	Net Fixed Assets (Tangible) & Inventory base of concerned organizations (Rs. in crore)	Remarks, if any
01						
02						
03						
04						
05						

**Note:** Furnish the self-attested copy of the documentary evidence in support of the information provided above, if required, add/append an extra page in this format.

Date:

Place:

(Signature of the authorized person Name along with seal of the firm):

### Appendix C:

#### Details of Firm's Professional Income (Gross Professional Fees earned)

Sl. No.	Particular	Financial Year 2018-19	Financial Year 2019-20	Financial Year 2020-21	Average Annual Income
01	Annual Income* (Rs. in lakh)				

Note: \* Furnish of the Audited Accounts (certified balance sheet plus profit loss accounts) along with the acknowledgement of Income Tax Return for all 3(three) years.

Date:

Place:

(Signature of the authorized person  
Name along with seal of the firm:

**Annexure: IV**

**TENDER ACCEPTANCE LETTER  
(To be given on Company Letter Head)**

To,  
The General Manager (Finance)  
TRIPURA STATE ELECTRICITY CORPORATION LTD  
Corporate Office (Bidyut Bhavan),  
North Banamalipur, Tripura(W)  
AGARTALA-799001

Sub: Acceptance of Terms & Conditions of Tender.

EOI No.F.13(37) TSECL/FIN/2006

Dated 16<sup>th</sup> February'2022

Name of Tender / Work: - Appointment of Auditors for preparation/updating of Fixed Assets Register with due Physical Verification of Fixed Assets as per Books of Accounts of Divisions, Circles and Corporate Office of TSECL.

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned „Tender/Work“ from the web site(s) namely:

\_\_\_\_\_ as per your advertisement, given in the above-mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. 1 to 27 (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation to have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice.

Yours Faithfully,

Date: \_\_\_\_\_ (Signature of the Bidder, with Official Seal)

Place:

**Annexure- V**

**FORMAT FOR POWER OF ATTORNEY FOR THE AUTHORISED SIGNATOR**

**(To be submitted in Firm's own letter head)**

EOI No.F.13(37) TSECL/FIN/2006

Dated 16<sup>th</sup> February'2022

To,  
The General Manager (Finance)  
TRIPURA STATE ELECTRICITY CORPORATION LTD  
Corporate Office (Bidyut Bhavan),  
North Banamalipur, Tripura(W)  
AGARTALA-799001

Sub: -Appointment of Auditors for preparation/updating of Fixed Assets Register with due Physical Verification of Fixed Assets as per Books of Accounts of Divisions, Circles and Corporate Office of TSECL.

Dear Sir,

With reference to EOI Notice No.....dated 00/10/2021 we hereby, authorize the following person as authorized signatory to carry out necessary bid formalities with TSECL with reference to this EOI and authorize to sign the bid documents and contract / agreement with TSECL.

Name of Contact Person

Specimen Signature

Thanking you,

Yours faithfully

Place:

Date:

(Signature with company's seal)

Name:

Designation:

Contact No.



## ANNEXURE-VI

### UNDERTAKING

(To be submitted in Firm's own letter head)

- I, the undersigned certify that I have gone through the terms and conditions mentioned in the EOI document and undertake to comply with them.
- The rates quoted by me are valid and binding upon me for the entire period of contract.
- I/We give the rights to the Competent Authority of TSECL to forfeit the EMD/Bid Security Money deposited by me/us, if any, delay on my/agent's part or fail to render the service.
- I hereby undertake to render the services, as per directions given in the EOI notice/award letter within stipulated period.
- Prices have been arrived independently without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any competitor.
- We agree to bear all costs incurred by us in connection with preparation and submission of the proposal and to bear any further pre-contract costs.
- I/WE further undertake to affirm to certify and own personal responsibility that the person(s)/team deployed for "appointment of physical verification auditors for Physical Verification and reconciliation with accounting records towards fixed assets (movable and non-movable) located/installed at various locations, of TSECL of its Corporate Office, Circle Offices, División Offices, Sub-Division Offices and Section Offices" will complete the assignment and they will not be removed from the desk till its completion and submission of final report.

(Signature of the Bidder)

Place:

Date:

Name of the Signatory:

Date: Name of the Firm/agency:

Seal of the Firm/Agency:

**Annexure-VII**

**Financial Bid/Price Bid  
(To submitted in Firm's own letter head)**

EOI No.F.13(37) TSECL/FIN/2006

Dated 16<sup>th</sup> February'2022

Sub: Appointment of Auditors for preparation/updating of Fixed Assets Register with due Physical Verification of Fixed Assets as per Books of Accounts of Divisions, Circles and Corporate Office of TSECL.

Dear Sir

I/WE submit the **PRICE BID** for appointment of Auditor for undertaking Physical Verification of Fixed Assets and reconcile with registers as well as accounts record in TSECL.

I/WE thoroughly read and understood all the terms and conditions as contained in the EOI Documents, and agree to abide by them.

I/WE offer to undertake the Job at the following consolidated rates exclusively applicable GST.

Sl. No.	Particulars of work/assignment	Total Consolidated fees excluding applicable taxes in Rs.	
		In Words (in Rs.)	In Figure (in Rs.)
01	For Physical Verification and reconciliation with accounting records towards fixed assets located/installed at various locations, of TSECL Corporate Office, Circle Offices, Division Offices, Sub-Division Offices and Section Offices.		
02	Percentage of Applicable Statutory Tax		
03	Total fees to be paid (Rs.)		

**Note:**

- The quoted fees should be inclusive of professional fees, travelling, food and other incidental expenses.
- Applicable statutory GST will be paid extra.

Place:

Date:

(Signature of the Authorized Person)

(Name of the Authorized Person)

(Designation with Firm's own seal)