



MANIPUR STATE POWER DISTRIBUTION COMPANY LIMITED  
(Regd. Office: Secure Office Complex, 3<sup>rd</sup> Floor,  
North AOC, District – Imphal West, Manipur – 795001)

### NOTICE INVITING TENDER

Imphal, the 21<sup>st</sup> June, 2021

No.2/238(Fin-Consult)/2021-MSPDCL-TECH/ : Manipur State Power Distribution Company Limited(MSPDCL), a Government of Manipur enterprise invites Sealed Tender for appointment of Internal Auditor cum Financial Consultant from reputed Chartered Accountancy Firm for preparation of Financial Statement/Annual Accounts and related matter of the Utility for the FY 2020-21.

The Techno-Commercial bids and Financial Bids should be submitted in Hard copy at MSPDCL Corporate office. The Bid Documents are also available at MSPDCL website <https://mspdcl.info/>

T.S. No.	Particulars	Cost of Tender Paper/ Package	Earnest Money Deposit	Last date for Submission of Techno-Commercial Bid and Price Bid (in Hard copies)	Date of Opening of Techno-Commercial Bids and Financial Bids
1	2	3	4	5	6
No. 46/2/ 2019	Appointment of Internal Auditor cum Financial Consultant from reputed Chartered Accountancy Firm to execute the work as per the scope of work	Rs. 1,000/-	Rs. 39,800/-	05/07/2021 Upto 11.0 A.M.	05/07/2021 At 2.00 P.M.

**The Intending Tenderers /Firms should satisfy the following terms & conditions.**

#### 1.0 CONSTITUTION OF BIDDER/ TENDERER:-

- 1.1 Consortiums of Firms are not eligible.
- 1.2 ICAI Firm Certificate as on 1<sup>st</sup> Apr 2020 shall invariably be furnished.

#### 2.0 TECHNICAL QUALIFYING REQUIREMENTS:

- 2.1 The Firm shall have experience in providing financial consultancy services to Govt./Semi Govt. or Private Utilities during the last 20(twenty) years as on 1<sup>st</sup> Apr 2020.
- 2.2 Minimum Average Annual Turnover of the Firm for the last 3(three) years shall not be less than Rs. 2.0 Crore (FY 2017-18, 2018-19 & 2019-20).
- 2.3 The Consultancy Firm should have at least 10(ten) nos. of qualified Chartered Accountants as on 1<sup>st</sup> Apr 2020.
- 2.4 The Firm which have applied or having Consultancy Services on similar nature of works with Holding Company may opt out of this Tender to avoid conflict of interest.
- 2.5 The Firm should be empanelled with C&AG of India
- 2.6 The Firm should qualify for audit of major PSU as per C&AG of India for the year 2020-21



### 3.0. SCOPE OF WORK:-

- 3.1 Assistance in Maintenance of books of accounts at each accounting centre and at Corporate Offices /Head Offices as per accrual basis of Accounting under Double entry system of accounting.
- 3.2 Basic and routine accounting at each accounting centre (including the Division offices & sub Division offices thereof, if required) as well as Corporate Offices/Head offices.
- 3.3 Finalization of matters at each accounting centre as well as Head offices.
- 3.4 Advising, guiding in formulation of accounting policies, systems, important accounting and financial decisions, expressing opinions in accounting and financial matters.
- 3.5 Report on accounting and financial matters with detailed analysis (e.g. ratio analysis, trend analysis, variance reports, Project cost (Actual & estimated) & source wise analysis, any other report required by the management etc.)
- 3.6 Preparation of all kinds of statements like monthly expenditure statements, allocation statements, cash flow statements etc.
- 3.7 Preparation of accounting manuals and instructions on accounting matters from time to time.
- 3.8 Attending Statutory and Accountant General Audit & Compliance of their remarks, providing accounting and financial information required to be submitted before various authorities.
- 3.9 Preparation of Financial Statement, Annual Accounts and Quarterly reports as per DPE guidelines of the Company for the financial years 2020-21.
- 3.10 Preparation of Monthly Trial balances of each accounting centre.
- 3.11 To prepare and Pass routine and year end provision entries.
- 3.12 Ledger Scrutiny of all accounts.
- 3.13 Scheme wise expenditure booking and preparation & submission of reimbursement claims under various schemes.
- 3.14 Devising and suggesting the accounting and financial system, procedures, practices, guidelines etc.
- 3.15 Physical verification of stores and inventory mapping for both Companies.
- 3.16 Report for data entry of all kinds of transactions, reconciliation, posting, balancing etc. for each accounting centre for each week on the first working day of next week.
- 3.17 Following outputs or reports submitted at the end of each month by the 5th of subsequent month.
- 3.18 Reconciliation statements of bank balance, advances, deposits and other important accounts.
- 3.19 Internal Audit of the Company by preparing quarterly report.
- 3.20 Filing of ITR for the Utility, monthly GST Returns of the Company and its Annual Returns.
- 3.21 Any other report required by the management.

Above all, any other works which are not specially mentioned in the scope of work but found to be indispensable or any other minimal works required by the MSPDCL shall be covered by the Firm without any extra cost.



#### 4.0. MAN POWR DEPLOYMENT:

- 4.1 Sufficient and competent man power shall be deployed at the Corporate Offices of the company on all working days to carry on the work and provide outputs in timely manner and also to carry out the accounting works in the software duly prescribed by the Company.
- 4.2 Each of the staff deployed as mentioned above, must have thorough working knowledge of Tally Accounting Software or other accounting software as prescribed by Company and must be a commerce graduate. The firm will also deploy at least one Chartered Accountant exclusively for said assignment.
- 4.3 All the supervisory staff deployed must be qualified Chartered Accountants and they must have at least 5 years of experience in the field of accounting and auditing.
- 4.4 Senior partners of the firms will have to visit the office of Company for discussion on being called upon by the higher authorities of the Company. Work report must be submitted at each fortnight and same must be as per the scope and functions assigned.

#### 5.0 OTHER TERMS & CONDITIONS:

- 5.1 Work report must be submitted at each fortnight and same must be as per the scope and functions assigned.
- 5.2 Work done report must be submitted for each month by the 5th day of subsequent month.
- 5.3 Assignment under this Order or any part of the same cannot be outsourced to other firms of Chartered Accountants/ Cost Accountant/ Company Secretary or any individuals.
- 5.4 If the Consultants or its partner thereof is found guilty of gross negligence, or any other fault regarding the assignment, Management of the Company will have all the remedies such as deduction or withholding of fees, removal from the existing assignment or any other action it may deemed appropriate in the circumstances.
- 5.5 Handhold trainings should be imparted to the Accounting & Financial staffs of the company in such a way that they can handle the accounting and financial matters of the Company in future.

#### 6.0 TERMS OF PAYMENT:

The schedule of payment terms shall be as follows:

Sl. No.	Payment Terms	%(percentage) of the Total Amount
1.	Award of Mandate & Payment of Inception Fees	20%
2.	At the last week of 1 <sup>st</sup> Quarter and submission of quarterly report	20%
3.	At the last week of 2 <sup>nd</sup> Quarter and submission of quarterly report	20%
4.	At the last week of 3 <sup>rd</sup> Quarter and submission of quarterly report	20%
5.	At the last week of 4 <sup>th</sup> Quarter and submission of final report and acceptance of the same by MSPDCL Nodal officer	20%

#### 7.0 WORK SCHEDULE:

The engagement of Agency as Accounting and Financial consultant for Manipur State Power Distribution Company Limited (MSPDCL), Manipur shall be **for 1(one) year from the date of start of effective engagement**. The contract period may be extended as per the requirement of the Utility. However, the contract price shall remain "Firm" for the extended period also.



## **8.0 PAYING AUTHORITY:**

The Managing Director, Manipur State Power Distribution Company Limited (MSPDCL), Manipur shall be the Paying Authority. Bill should be submitted in quadruplicate to the concerned paying authority for necessary payment.

## **9.0 PENALTY:**

If the First Party/Consultants fail to achieve the completion of the assignment/services within the stipulated time schedule and in the opinion of the management of the Company the reason for delay is solely attributable to the Consultants, the Company are entitled to levy liquidated damages as deemed fit for such delay.

## **10.0 FORCE MAJEURE CALUSE:**

The force Majeure Conditions shall be such acts of God, acts of Public enemy, Fire, Flood, Epidemic, Strike, Freight embargo etc. The firm, however, shall notify the Company in writing of such within 10(ten) days from the date of happening. Similarly, if the works could not be executed in time, formal intimation explaining the reason for non-execution should be given immediately to the undersigned with 15(fifteen) days from stopping of execution of work, otherwise, the Company reserve(s) the right to cancel this order and divert the non-executed work to another party the Company deem fit and capable of taking up the work

## **11.0 BILLING FOR THE WORK:**

Bills for payment towards any services made or works executed should be submitted with applicable taxes.

## **12.0 DATE OF COMMENCEMENT OF CONTRACT:**

The date of commencement of the Contract shall be effective from the date of signing of Agreement.

## **13.0 TERMINATION OF CONTRACT:**

The Second Party reserves the right to terminate the contract due to reasons given below after giving 15 days' notice in writing to the First Party.

## **14.0 COMMERCIAL & FINANCIAL REQUIREMENTS:-**

14.1 The Firm / Company shall be financially sound and must have sufficient experience in performing the scope of work

14.2 Minimum Average Annual Turnover (MAAT) of the Firm / Company for the previous 3 (three) years shall not be less than Rs. 2.0 Crore.

14.3 **Cost of Tender: Rs. 1,000/- (non refundable)** in the form of Bank Draft/Banker Cheque payable at a branch of Nationalised/Scheduled Bank in Imphal in favour of the **Managing Director, MSPDCL** and should be submitted at the time of submission of Tender.

### **14.4 Earnest Money Deposit :**

i) **Earnest Money Deposit of Rs. 39,800/-**, as Fixed Deposit Receipt/Bank Draft/ Banker Cheque payable at a branch of Nationalized/Scheduled Bank in Imphal duly pledged in favour of the **Managing Director, MSPDCL** should also be submitted at the time of submission of Tender.

ii) The Bids submitted without the Cost of Tender and EMD shall be summarily rejected and the EMD of the successful Bidder's will be discharged upon the bidder's acceptance of the award of work satisfactorily and furnishing of the Security Deposit.



- iii) The Bidder must submit a copy of Pan Card, Registration Certificate and GST Certificates from the concerned authorities duly self-attested should be included in the bid documents.

14.5 **Security Deposit** : Within 25(twenty five) days of the notification of contract award, the Firm should furnish **Security Deposit @ 3% of the total Contract value** in the form of Bank Guarantee/FDR from a Nationalized Bank/Schedule Bank having its branch at Imphal in favour of the Managing Director, MSPDCL. The Security Deposit would be valid till the completion of the assignment or any such extended period as decided by the MSPDCL.

## 15.0 SUBMISSION OF DOCUMENTS

15.1 The Firm/Company shall furnish documentary evidence in support of the qualifying requirement stipulated as above.

15.2 The Techno-Commercial Bids and Financial Bids should be submitted in Hard copy in Sealed envelopes along with cost of Tender and requisite EMD before the last date submission of offer. The Financial Bid Format is enclosed as Annexure-I.

15.3 Offer should be submitted superscribed Notice Inviting Tender and description of items distinctly at the Envelope and addressed to the General Manager (Purchase), MSPDCL.

15.4 The available Techno Commercial Bid will be opened and scrutinized by Tender Opening and Evaluation Committee and Financial Bids will be opened for the eligible Firms only. The decision of the opening Committee will be final.

15.5 If the last date for opening of tenders happens to be a holiday or on Bandh/Blockade conditions to attend office, it will be open on the next working day at the same stipulated time. The Company reserves the right to postpone the date of opening of tender on a situation so arises to warrant its postponement.

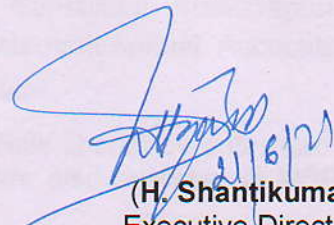
15.6 Failure for submission of the completed offer due to poor communications or any other reasons, whatsoever shall not be the responsibility of the Company and no time extension on these grounds shall be allowed.

15.7 The MSPDCL reserves the right to cancel the tender or re-tender or accept/reject the lowest or any other offer without assigning any reason whatsoever and to split the work/order, if required to meet the urgency of the work.

15.8 The Firm / Company shall be financially sound and must have sufficient funds to deploy in the work. Liquid Assets (LA) or / and evidence of access to or availability of credit facilities shall be at least 10% of estimated cost of the tender and the Banker should confirm that the Credit facility is earmarked or the Work specified under Bid on receipt of the Bid. Liquid assets would include cash (and equivalents), bank deposits, securities that can be freely traded and receivables which has general certainty of getting received. A certificate from the Banker indicating various fund based / non fund based limits sanctioned to them and extent of utilization as on date shall be furnished. Such certificates should have been issued not earlier then 3 (three) months prior to the last date of receipt of request for issuing Tender Papers.



- 16.0 In the case of failure to execute the order within the stipulated time, penalty @ 0.5% per week subject to a maximum of 10% of the total value of the Order shall be imposed. However, in case of delay by 3 months or more, the order may be cancelled without prior Notice and the Security Deposit will be forfeited, without prejudice to any other action that may be taken under law. The imposition of penalty is, however, subject to force Majeure Conditions.
- 17.0 Legal Jurisdiction: All disputes relating to this EOI/NIT will be settled within the legal jurisdiction of Imphal only.



(H. Shantikumar Singh)  
Executive Director (Tech.)  
MSPDCL

Copy to:

1. The Commissioner (Power), Govt. of Manipur for favour of information.
2. The Managing Director, MSPDCL for favour of information.
3. The Executive Director (HR), MSPDCL for favour of information.
4. The General Manager, (Finance & Accounts), MSPDCL, for information.
5. The General Manager, (EC-I), (EC-II), (EC-III), (Project), (Plg.), for information.
6. The Manager, IT, MSPDCL, Manipur. He is directed to upload the above NIT in the MSPDCL website <https://mspdcl.info/>
7. The PMU SP/DW.