

SARDAR SAROVAR NARMADA NIGAM LIMITED

OFFER DOCUMENT

INVITATION FOR THE OFFERS FOR
APPOINTMENT OF CHARTERED ACCOUNTANT FIRMS
FOR MAINTENANCE OF ACCOUNTS FOR F.Y. 2023-24 (SEGMENT – III)
FOR PERIOD OF ONE YEAR FROM DATE OF ORDER
OFFER CONTAINS:- **ANNEXURE-1 TO ANNEXURE 7**

LAST DATE FOR RECEIVING ONLINE OFFER:-

DATE:-31/8/2023

DATE OF PHYSICAL SUBMISSION :-**04/09/2023** TIME:-**17-00P.M.**

MODE OF ACCEPTANCE BY:- BY POST/ COURIER/RPAD

ADDRESS

THE CHIEF GENERAL MANAGER (ACCOUNTS)
SARDAR SAROVAR NARMADA NIGAM LIMITED
7TH FLOOR, BLOCK NO.12, NEW SACHIVALAYA
GANDHINAGAR 382010 (Gujarat)
079-23252771 ACCOUNT BRANCH
079-232 52767 C.G.M.(Account)
Web:-www.Sardarsarovardam.org

Note; - (1) The Financial bid is to be submitted online on GEM portal only.

**(2) Technical and other document to be submitted online on GEM portal
as well as physically at the address mentioned in the document.**

(3) Tender fee and EMD is to be submitted physically only.

(4) As there is separate GEM tendering for 3 segments i.e. Segment I, II and III, If Firm wishes to participate for more than one segment, evidences/documents, certificates, declaration etc. to be attached separately on line in respect of each GEM Tender floated for particular segment. However, physical submission of documents should be in one set only by mentioning documents for Segment I, II and/or III.

Notice inviting the proposal from firms of Chartered Accountants for maintenance of accounts for the F.Y. 2023-24 (Segment - III).

Sardar Sarovar Narmada Nigam Limited (**Now here in after referred as SSNNL**) was incorporated under the provisions of companies Act, 1956 for the execution, operation & maintenance of the Sardar Sarovar Project. It is a wholly owned Govt. of Gujarat undertaking. The Company engaged in the execution of construction of Sardar Sarovar Project. Presently there are 66 field offices working at different locations. Indian Accounting standards are also applicable to the Company.

For the sake of accounting work, offices of SSNNL have been divided in to Segment I to Segment III, each Segment consisting of various Divisions/other offices. In view of this, three separate tender notices are floated on GEM platform for each segment separately.

SSNNL intends to avail the services from the firm of Chartered Accountants for maintenance of accounts for the F.Y. 2023-24 (Segment - III). Firm sending the proposal must have exposure of accounting related work. Firm qualified on the basis of two bids system will be responsible for providing range of services mentioned in **Annexure-1(Scope of work)** below.

There will be **two bids system**. Each firm complying with all the technical criteria should fill details of technical **bid (Annexure-4)** on line as well as send physically at **office address mentioned in the document**. While, **financial bid (Annexure-3)** should be mentioned on GEM portal only.

Minimum Technical eligibility criteria have been mentioned in **Annexure-5** mentioned below. Only the firms meeting with all the minimum eligibility criteria should submit their proposals. Further each firm meeting with the said criteria and submitting the proposal to Nigam for this assignment has to attach the proofs/evidences mentioned in **Annexure-6** and other relevant clauses of tender. Firms applying for this tender shall furnish declaration mentioned in **Annexure - 7**.

Firms of Chartered Accountants meeting with the minimum eligibility criteria are requested to submit their proposals **technical as well as financial bid to be submitted online on GEM portal only [Physical submission of financial bid submission will make the firm disqualified one]** on or before **31.08.2023** & technical bid and other relevant documents in physical form containing in the sealed cover super scribing as "Proposal for providing the service of maintenance of accounts for F.Y.2023-24" to the Chief General Manager (Accounts) through courier/R.P.A.D./speed post at above mentioned address on or before 04.09.2023 till 17.00 PM. For scope of work, format of financial bid, technical bid, selection procedure, list of evidences to be attached, it is conveyed to go through the below mentioned Annexures.

Date: - 17-08-2023

(S.B.Doshi)

Place: -Gandhinagar

Chief General Manager (Accounts)

Annexure-1(Scope of work)

Scope of work in respect of Consultant (Maintenance of Accounts): -

Annexure-1: -

Scope of Work and other terms & conditions: -

(A) Scope of work: -

(1) Accounting is to be carried out at each Division office & other offices there under.

List of accounting centres are as under: -

- a. C.E. Gandhidham
- b. C.E. Mehsana
- c. C.E. Patan
- d. Office of Fund Branch, if required

Where ever, work of C.E. office is allotted, same will include C.E. office pay point, Division offices/ other offices and Sub Division offices there under.

List of offices under each segment is mentioned as below.:-

Accounting segment-III:-

(A) C E (CANALS-IV), PATAN

Sr. No.	Name of Division	Div Code No.	Address
1	Ex.Eng. N P M C Con.Dn.24 Radhanpur	147	Narmada Administrative Block, Mehsana Highway , RADHANPUR - 385430
2	Ex.Eng.K B C Dn.1/1 Radhanpur	501	Narmada Colony ,Mehsana Highway Radhanpur.
3	Ex.Eng. K B C Dn.2/2 Radhanpur	512	Narmada Administrative Block, Mehsana Highway , RADHANPUR - 385430
4	Ex.Eng. K B C Dn.2/5 Radhapur	515	Narmada Colony ,Mehsana Highway Radhanpur.
5	Ex.Eng. K B C Dn.1/6 Tharad	506	RajBhavan Complex , 1 st Floor Nr Civil court,THARAD.
6	Ex.Eng. K B C Dn.1/7 Radhapur	520	Narmada Vashant, Radhanpur 385430
7	Ex.Eng. K B C Dn.3/1 Tharad	523	Ramdevda Building Sub Jel Road Tharad
8	Ex.Eng. K B C Dn.3/2 Tharad	525	Ustav Complex Nr Civil Court Tharad

(B) CE (K B C), MEHSANA

Sr. No.	Name of Division	Div Code No.	Address
1	Ex.Eng. N P M C Dn.18 Mehsana	141	Jal Bhavan, Near R.T.O. Office, Mehsana - 384002.
2	Ex.Eng. N P M C Dn.4/4 Mehsana	434	Congress Bhavan 1 st Floor, P.J. Highschool Mehsana
3	Ex.Eng. N P M C Dn.4/5 Mehsana	435	Congress Bhavan 1 st Floor, P.J. Highschool Mehsana
4	Ex.Eng. N P M C Dn.4/3 Kadi	433	Narmada Vasahat, Nani Kadi road, KADI,
5	Ex.Eng. N P M C Dn.19 Harij	142	Narmada Vasahat, Jaska Road, Dist, Patan, HARIJ.
6	Ex.Eng. N P M C Dn.1/5 Chansama	505	Narmada Colony, Mehsana, Radhanpur Highway, Chanasma,
7	Ex.Eng. N P M C Dn.20 Patan	143	Saraswati Project Colony b/h Railway Station, University Road, Patan,

(C) CE Narmada Main Canal

Sr. No.	Name of Division	Div Code No.	Address
1	Ex.Eng. N P M C Dn.3 Chansama	146	Narmada Colony, Mehsana, Radhanpur Highway, Chanasma, Dist. PATAN.

(D) CE Gandhidham

Sr. No.	Name of Division	Div Code No.	Address
1	Ex.Eng. K B C Dn.2/3 Adipur	513	Narmada Bhavan Ward 5B Rambaug Road, Anjar
2	Ex.Eng. K B C Dn.2/4 Bhachau	514	Bhuj Road, b/h New Court Kachchh, Bhachau
3	Ex.Eng. K B C Dn.2/7 Gandhidham	517	Narmada Bhavan Ward 5B Rambaug Road, Anjar
4	Ex.Eng. K B C Dn.2/6 Bhachau	516	Plot No 176, Ward 2B Gandhidham

(B) Functions: -

- (1) Maintenance of books of accounts at each Division/ other Office as per accrual basis of accounting under Double entry system of accounting.
- (2) Basic and routine accounting at each Division offices & other office.
- (3) Finalization matters at each Division office and other offices.
- (4) Advising, guiding in formulation of accounting policies, systems, important accounting and financial decisions, expressing opinions in writing w.r.t. accounting and financial matters.
- (5) Report on accounting and financial matters with detailed analysis (e.g. ratio analysis, trend analysis, variance reports, Project means & finance, Project cost (Actual & estimated) & source wise analysis, any other report required by the management etc.)
- (6) Preparation of all kinds of existing statements like monthly expenditure statements, MIS Statements, allocation statements, cash flow statements etc.
- (7) Preparation of accounting manuals and instructions on accounting matters time to time.
- (8) Attending internal audit, Statutory and A.G. Audit & Compliance of their remarks, providing accounting and financial information required to be submitted before various authorities.
- (9) Preparation of final accounts and quarterly Accounts (if required) of the Nigam for F.Y. 2023-24 in accordance with provision of Schedule III of Companies Act, 2013 and provision of Ind AS.
- (10) Replies of POM and Draft comments issued by C& AG for F.Y. 2023-24.
- (11) Preparation of Monthly Trial balances of each Division/ other office.
- (12) To prepare and Pass routine and year end provision entries.
- (13) Ledger Scrutiny of all accounts.
- (14) Preparation of replies of RAO, internal audit for the accounting maintenance related matters.
- (15) Scheme wise expenditure booking and preparation & submission of reimbursement claims under various schemes.
- (16) Each firm appointed for particular segment will perform all the functions mentioned at point no. (1) to (15) above for the offices coming under its purview. Firm appointed will carry out the responsibilities of finalization of accounts, attending the auditors (statutory and C &AG) for the same and replying POM, Draft comments, Comments pertaining to the particular financial year.

(B) Additional points: -

1. Duly audited opening balances shall be taken from the trial balances of Division/other office. Party wise MPW advances, deposits, sundry creditors, Sundry Debtors would be duly taken from Division offices, being pay point. Such balances should be confirmed & certified by Division offices.
2. All the relevant registers shall be maintained in Excel and print outs shall be taken on monthly basis which shall be duly authorized by the Executives of Division offices. The said monthly statements shall be bound properly.
3. There shall be system of maintaining Advance and Deposit registers Contract wise and Division wise in accounting centre. Monthly balances of advances and deposits along with transactions shall be sent to divisions within 15 days of end of month which shall be confirmed with monthly statement of bills/payments submitted to Head Office. If mismatch is there, it shall be resolved / reported immediately otherwise balance shall be confirmed.
4. Apart from the above-mentioned outsourced activity, all the existing outsourcing work carried out at Division/other offices including the head office accounts wing by the existing accounting consultant would also be the part of said assignment.

Annexure 2

List of outsourced Process and Reports/outputs: -

(A) Periodicity of the outputs in case of outsourced work: -

(A) Division level: -

Sr. No.	Group	Accounting Process	Responsibility	Periodicity of activity
1	Payments to Contractors / parties other related matter	Preparation of list of Bills / payments [With relevant details such as Accounting Code, Name of the Work, Name of Contractor, RA Bill No, Amount, date of sending, Date of payment, receipt no. etc.]	Outsourced	On regular basis updation on weekly basis.
		Recording of Accounting Entries in accounting System	Outsourced	On regular basis updation on weekly basis.
2	Payments to employees	Preparation of Cash book / petty cash book & Bank Book [receipts and disbursements against Salary, TA / DA and retirement benefit payments]	Outsourced. (Statutory cash / Bank book will be maintained by the Division staff)	On day-to-day basis.
		Bank reconciliations for bank account maintained at divisional level for Salary and other payments.	Outsourced	On monthly basis.

3	Imprest	<p>Form 2 register - Cash transactions [Getting temporary advance and withdrawing amount against it and making payments of expenditures / advances]</p>	Outsourced	On complete utilization of the same or monthly basis, whichever is earlier.
		Preparation of abstract of Form 2 register	Outsourced	On complete utilization of the same or monthly basis, whichever is earlier.
4	Journal entries / TEOs	Recording of TEOs in ABI registers	Outsourced	On weekly basis.
		Recording of Accounting entries in accounting system Tally	Outsourced	On regular basis updation on weekly basis.
5	Collection & recording of income including water charges, rent, any other income etc.	Preparation of TR registers Reconciliations of DRs with TRs and tracking missing serial Nos.	Outsourced	On Monthly basis.
		Recording of DRs in Tally system.	Outsourced	On regular basis with frequency of week basis
6		Generation of bills for sale of water	Outsourced	On regular basis with frequency of week basis.
7		Water Charges Registers showing details of (quantity & amount) party wise opening balance, amount recoverable, amount recovered and closing balance.	Outsourced	On regular basis with frequency of week basis.
8		Maintenance of Deposit registers for deposit taken for supply of water.	Outsourced	Monthly basis.

9		Rent/ any other income register (e.g. lease rent income, testing charges income, entry fees income etc.) which provides details of income due, collected and outstanding & transferred to H.O.	Outsourced	Fortnightly basis.
10	Advances and Deposits	Maintaining MPW Advance Register	Outsourced	Monthly basis.
		Maintaining Deposit Register	Outsourced	Monthly basis.
11	Finalization of Accounts	Guiding for preparation of A to X proformas and getting same audited.	Outsourced	Yearly Basis
		Conducting Physical verification of Stores where ever applicable and valuation of closing stock.	Outsourced	Yearly Basis
12	LAQ Payment	LAQ payment registers	Outsourced	Monthly basis.
		LAQ Cash Book	Outsourced	On Daily Basis
		Bank reconciliation LAQ bank account	Outsourced	Monthly basis.
13	Bank Guarantees and Interest-bearing security deposits	Preparation / Updating of Interest-bearing security deposit register	Outsourced	Monthly basis.
		Preparation / Updating of Bank Guarantee Register	Outsourced	Monthly basis.
14	Registers	Tools and plant register	Outsourced	Monthly basis.
		SIDM Register	Outsourced	Monthly basis.
		Stationery Register	Outsourced	Monthly basis.
		Contingent register	Outsourced	Monthly basis.
		Library register	Outsourced	Monthly basis.
		Fixed Asset Register	Outsourced	Monthly basis.
		Contractors Ledger	Outsourced	Monthly basis.

		LC Register	Outsourced	Monthly basis.
		Registers for statutory deductions like TDS, GST Royalty etc and payment thereof through accounting software.	Outsourced	Monthly basis.
		Stock, stores & spare part Register	Outsourced	Monthly basis.
		Any other register as per PWD format	Outsourced	Monthly basis.
15	Reconciliation	Reconciliation of Monthly account balances and Tally accounting system	Outsourced	Monthly basis.
16	Finalization of Accounts	Recording of Finalization Journals based on proforma and other information	Outsourced	Quarterly, half yearly or yearly (As per requirements of preparation of accounts)
17	Miscellaneous	Compliance of all kinds of audit para	Outsourced with the help & guidance of Division office	During the course of audit within 3 days of POM received in any other case, Within 15 days of receipt of audit report.

(B) Reports/ Outputs:-

Following outputs/reports/financial or other statements are required to be submitted by the firm.

(a) **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.**

Above work will be certified by concerned head of office/department.

(b) **Following outputs or reports submitted at the end of each month by the 5th of subsequent month: -**

1. Trial balances of each Division/other Offices.
2. Monthly expenditure statement.

3. MIS Branch reports
4. Cash flow and fund flow statements.
5. Special report on financial matters (e.g. computation of ratio, cash budgeting etc.).
6. Highlights of major queries or accounting issues.
7. Reconciliation statements of bank balance, advances, deposits and other important accounts.
8. Ledger Scrutiny report in respect of each Division & other office and Nigam as a whole.
9. Any other report required by the management.

(C) Following outputs or reports submitted at the end of each quarter: -

1. Final accounts as per Companies Act, 2013.
2. Compliance of internal audit report.
3. Statement showing Budgeted vs. actual expenditure
4. Quarterly progress report covering financial aspects.
5. Any other report required by the management.
6. Half yearly accounts are also required to be prepared as per the Companies Act, if required
7. Apart from the above, periodic reimbursement claim under various schemes like AIBP, CAD, Nabard etc. will be sent by the Firm.

Notes: -

1. All the outputs mentioned above will be w.r.t. each accounting segment.
2. Where ever the word accounting centre is mentioned same will include Divisions & sub-Division offices, if any.
3. Above mentioned functions/duties will be required to be carried out during the term of assignment in respect of all the matters occurring/ arising during the term. Generally, the term of assignment will be period of one year commencing from date of issuance of appointment order.
4. Above mentioned functions/duties will be required to be carried out in respect of field offices for the matters pertaining to maintenance of accounts. Further any merged/closed division/field office or newly opened offices will be part of this assignment.
5. Computers (Not Laptop) and other peripherals will be provided by SSNNL. Further SSNNL will arrange for licensed software/programme required for the performance of work mentioned above. Firm may also download software freely available on

Government website. However, for the performance of assignment, firm may use their own laptops and peripherals, if required.

6. Firm will also be responsible and will carry out above mentioned functions/duties in respect of any newly adopted accounting system or newly added office, if any.
7. Firm will also perform all other functions as part of assignment as per instructions/directions of management issued from time to time.

Annexure 2.1

Other terms & Conditions

1.1 A-1 GENERAL CONDITIONS: -

- i. The whole process of tendering can be cancelled / modified / altered /redefined without giving any prior notice or information by the management of the Company.
- ii. The bidder shall quote the lump sum fees in enclosed format for financial Proposal (**Annexure-3**) inclusive of all cost, expenses etc. No other / additional payments, reimbursement shall be made extra over & above the approved fees, towards transportation/conveyance, other incidental expenses, lodging, boarding, food etc. GST will be paid extra as applicable from time to time on submission of proof of payment of same.
- iii. The evaluation of the offers will be as per the pre-decided norms mentioned herewith (**Annexure-4**)
- iv. Any other influence of any type may disqualify the bidder and the bid will be outright rejected.
- v. The firm which will be selected will submit bank guarantee of Rs. 50,000 for the period of one and half year from the date of appointment within 15 days of acceptance of assignment.

2.1 A-2 ELIGIBILITY CONDITIONS: -

- i. Chartered Accountant firms already engaged with the Nigam in the existing assignment of internal audit or pre audit work **will be ineligible for this assignment**.
- ii. If the legal proceedings are under progress or criminal proceedings instituted by any Govt. department/office of Government/ Govt. PSU/Board/Corporation/Society etc. are under progress against firm/partner/proprietor or CA employee matter regarding disciplinary actions are under progress by the ICAI, any other regulatory authority or any Govt. department/office of Government/Govt. PSU/Board/Corporation/Society, PSU/Board, Nigam, Corporation etc. in respect of any firm or the partner or proprietor or CA employee thereof, such firm will be considered as ineligible from applying for this assignment.
- iii. Further, firms or partners or proprietor or CA employee against whom ICAI/any other regulatory authority/Any Government/Any Government entity, PSU, authority has taken penal actions, ban or blacklisted or has initiated any legal or criminal proceedings in past are considered ineligible from applying for this assignment.

2.1 A-3 Miscellaneous: -

1. In case of operational difficulties, the management may take steps to remove such difficulties without materially altering the scope of work or terms and conditions which shall be binding to the respective firm.
2. The management reserves the right of awarding this assignment at his discretion or it may not award the assignment at all or may postpone the award for a reasonable time.

2.1 B. Taxes and Duties: -

1. All the applicable taxes will be deducted as TDS from the payments. However, the amount of GST shall be separately paid to the C.A. firm.
2. The GST as applicable will be paid extra as per applicable rate on submission of proof of payment. No taxes other than GST will be paid unless otherwise specified in the assignment.

2.1 C. Commencement, Completion, modification and termination of contract. -

1. After due approval of fee, awarding the assignment & after executing the agreement as may be necessary, the concerned firm shall commence the assignment of in accordance with the accepted terms & conditions.
2. The contract can be terminated from either side, at any time after giving a **one calendar month notice** to the concerned without mentioning any reason.
3. The assignment will be for the **period of one year on initial basis**. However, it can be extended at the discretion of the Company on evaluation of satisfactory performance of the firm and as mutually agreed upon between the firm and Company.

2.1 D. Payments of fees to the Firm: -

1. The payment of fees will be made by C.G.M. (Accounts), Head office on quarterly basis only after getting the details of attendance and on submission of the report of the work done during quarter completed. Firm will have to submit the reports (with its soft copy) within 20 days of completion of each quarter. The firm shall not be eligible for the payment of fees if the specified stipulations regarding attendance, submission of reports and other specified conditions of appointment order are not followed or adhered to. No out of pocket/ T.A./D.A. will be paid for the assignment.

2. The firm should quote the rates for the whole term of one year without GST. GST will be paid extra as per applicable rate. In case of continuation of work for further period, fees for that period will be decided by the management on negotiation with the firm.
3. The estimated amount of fees for this assignment is as under:

Segment No	Estimated Cost
Segment No III	10,50,000/-

Firms applying for this assignment may quote lower or higher fees than estimated fees considering the scope of work, available man power, experience, their judgement and any other factors which they deem appropriate.

However, quoting of unreasonable low fees will render the firm ineligible and Further, Management, at its discretion, may take appropriate decision regarding said assignment considering the circumstances of case and in the interest of said assignment and organization.

2.1 E. Obligations of the Firm: -

1. The firm cannot assign / outsource / sublet the work entrusted, or sub contract it in any manner what so ever, or any portion of it, to any others Chartered Accountant firm/other individuals.
2. The senior partner of firm shall remain present in coordination / review meetings, and make presentations as and when asked and no additional fees/ expenditure shall be paid extra for that.

2.1 F. Confidentiality: -

1. The firm or its partners and the personnel or either of them shall not, disclose or pass on to any others, the proprietary or confidential information relating to the projects, the services, this contract, or the Company's business or operations without prior written consent of the Management.
2. All reports and other documents submitted by C.A. firm shall become and remain the property of the Company and the Firm shall, not later than upon termination or expiration of this contract deliver all such documents and reports to the Company together with a detailed inventory thereof. The firm shall not use reports and documents for purpose unrelated to this contract without prior written approval of the Company.

3. The firm has to undertake that all knowledge and information not within the public domain which may be acquired during the execution of the assignment shall be, for all time and for all purpose, regarded as strictly confidential and held in confidence, and shall not be directly disclosed to any person whatsoever, except with the prior written permission from the Appointing Authority.

2.1 G .Tender fees and EMD:-

1. Firm who wish to submit their offer, shall pay tender fees amounting to Rs.1062/- (including GST) in form of account payee demand draft in favour of Sardar Sarovar Narmada Nigam Limited payable at Gandhinagar. However, Firm having valid MSME certificate as on date of tender shall be eligible for exemption from Tender Fees and EMD.
2. Further an amount of Rs.31,500/- has to be submitted as EMD in the form of account payee demand draft payable at Gandhinagar or in the form of bank guarantee. However, Firm having valid MSME certificate as on date of tender shall be eligible for exemption of EMD / Bank Guarantee.
3. The bank guarantee and Account Payee demand draft shall be issued in favour of "Sardar Sarovar Narmada Nigam Ltd. Gandhinagar. Bank guarantee shall be issued by or demand draft shall be drawn on any bank as is mentioned in the list of banks as per GR issued by DMO branch of finance department, Government of Gujarat.
4. ABOVE BANK GUARANTEE or account payee Demand draft shall be sent along with the technical proposal but in different cover on or before **04/09/2023**. (Date of submission of physical application) in second cover sent with the technical bid which shall contain Account Payee Demand draft of tender fee, EMD and certificate of MSME.
5. **Please Note that tender fee and EMD are required to be paid/submitted separately for each of segment applied for.**

2.1 H. Penalties:-

If any firm or the partner thereof is found guilty of gross negligence, lack of duty of care, misrepresentation and misstatement of facts, hiding the facts, falsification, undue delay in performance of duties, using or giving the details gathered during the assignment to other parties without permission of the Company, non-observation of instructions given by the Company, unauthorized retention of records of the Company, violating the terms and conditions of this assignment, unauthorized changes in the records of the Company, indulging in malafide practices or any other cognizable offence or breach, firm will be punishable with any or all of the following consequences:-

- I. Removal from the assignment with immediate effect/ from the date specified.
- II. Removal from any other assignment with immediate effect / from the date specified / given by the Company.
- III. Deduction of percentage of fees as may be determined by the management or recoverable from any due payments / bank guarantee.
- IV. Ban from accepting the future assignment of the Company for the period specified.
- V. Any other action deemed appropriate by the management. The decision / interpretation in all/any terms and conditions enumerated above and agreed upon by the firm shall be final and binding on firm without demure and any further recourse to any litigation/arbitration.

2.1 I. Other terms & conditions: -

- (1) Firm will have to deploy sufficient man power (not less than 8 persons in each segment) as data entry operators to carry on the work and provide outputs in timely manner. Appointed firm will carry on the accounting work in the software duly prescribed by the Nigam.
- (2) Each of the staff deployed as mentioned in (1) above, must have through working knowledge of Tally accounting software or other computerized accounting software as prescribed by Nigam and must be commerce graduate in case of Division office and M.com. or C.A.(Inter) (2 persons) with minimum of 5 years accounting experience in case of Office of Salaries and Fund Branch offices. For the said purpose, firm will also deploy at least one Chartered Accountant exclusively for said assignment.
- (3) All the Firms will accurately monitor and supervise the work carried on and will report to the nigam regularly.
- (4) Firms cannot withdraw back the staff once appointed for the work of SSNNL without prior permission of C.G.M.(A/cs).
- (5) Work report must be submitted at each fortnight and same must be as per the scope and functions assigned.
- (6) Work done report must be submitted for each month by the 5th day of subsequent month.
- (7) Each firm appointed for the assignment has to submit the bank guarantee **per segment** to the extent of 3% of total assignment value or Rs. 1,00,000/- whichever is less for the whole term of assignment and six months after the completion of assignment. Bank

guarantee should be issued by the Bank which is duly notified in the list of banks as per GR of Finance Department, GOG issued from time to time.

I have read all the terms and conditions mentioned above and the same are acceptable and agreed by me / us.

Date:

Signature of Authorized Signatory

Name & Designation

Annexure -3

Format for Financial Proposal [To be filled on line in GEM portal only]

Sr. No.	Name of Segment	Amount of Fees for the year
1	Accounting segment-III	
	Total:-	

Notes:-

- (1) Lump sum fees mentioned above is inclusive of all the cost (out of pocket expenses & transportation charges) No escalation of fees will be given during the year.
- (2) Fees quoted above are exclusive of Goods & Service Taxes. GST will be paid as extra on applicable rate from time to time.
- (3) Firm may apply for one or for more than one segment. However, firm has to mention the fees in the above format separately for each segment applied for as per GEM tender floated separately for each Segment.

Date :

Sign :

Seal of Office / Firm:

Name of the Partner:

Annexure -4

FORMAT FOR TECHNICAL PROPOSAL

[To be filled on line as well as to be submitted Physically also]

Technical proposal for accounting work:-

1. Name of Firm : _____

2. Registered address: _____

3. Branch Office Address: a. _____

b. _____

c. _____

4. ICAI firm registration no: _____

5. ICAI Registration Date: _____

6 (A) Details of CAs as partners as on 01/07/2023: - (ICAI firm constitution certificate to be attached)

Sr. No	Name	Membership No.	Qualification	Designation	Date of Joining	Date of ACA	Date of FCA

6 (B) Details of full time CA paid employees as on 01/07/2023: - (ICAI firm constitution certificate to be attached)

Sr. No	Name	Membership No.	Qualification	Designation	Date of Joining	Date of ACA	Date of FCA

6 (C) Details other Staff: -

Sr. No	Name	Qualification	Designation	Date of Joining

7. Total Fees as well as fees from Audit & Attestation work (as per audited annual account and tax audit report attached - along with IT return filed: -

Year	Total Professional fees	Fees from Audit & attestation work
2019-20		
2020-21		
2021-22		

8. Experience General: _____ Year (From the date of Registration of firm).

9. Experience of Accounting Assignments as per Ind AS for Public Sector Undertaking Company (GOG / GOI) net worth of not less than 1000 crore or turnover not less than Rs. 1000 crore:

Sr. No.	Name of Company	CIN No of the Company	Period of Appointment	Turnover of PSU	Net worth of PSU

[Please attach appointment letter in each case.]

Notes: -

- 1) Each appointment order will be treated as separate assignment.
- 2) Work of maintenance of accounts will be the work as specified in the scope of work in Annexure-1 above.

9. Experience of Accounting Assignments as per Ind AS for Public Sector Undertaking Company (GOG / GOI) having net worth of not less than 1000 crore or turnover not less than Rs. 1000 crore.

- 3) Appointment order must specifically indicate "Maintenance of accounts" and further, scope of work must clearly indicates maintenance of accounts as per applicability of Ind AS.
- 4) In case of maintenance of accounts of division/office/branch of particular PSU, the firm should have carried out work of maintenance of accounts of more than 10% of total divisions /offices / branches of a particular PSU.
- 5) Maintenance of accounts of Bank or Insurance Company will not be considered as eligible assignment.
- 6) Audited Annual Accounts should clearly indicate the total fees as well as fees from audit and attestation work for particular year. In case it is not clearly evident from the audited annual Accounts, Certificate of independent Chartered Accountant mentioning the total professional fees as well as fees from audit and attestation for respective financial year/years is to be attached.
- 7) Refer Annexure-6 and relevant clauses of this tender notice regarding documents, Certificates, declaration etc. to be attached as part of submission of proposal for this assignment.

Certificate

I/We undersigned hereby certify that all the information mentioned above is true and correct.

Date:

Sign:

Place:

Name & Designation:

Annexure: -5

Eligibility Criteria

Details of minimum eligible technical criteria for this assignment are as under: -

Sr. No	Minimum Eligibility Criteria	Proof to be enclosed
1.	It should be partnership firm of Chartered Accountants, having registered office at anywhere in the State of Gujarat and if registered office is not in the state of Gujarat then at least two full time branches should be functions in the state of Gujarat for minimum period of 3 years as on 01.07.2023.	Certificate of Constitution as at 01/07/2023, issued by the Institute of Chartered Accountants of India.
2.	The Chartered Accountants firm should have a minimum experience of 20 years of continuous practice as on 31.3.2023.	- do -
3.	The firm should have at least 5 Partners and paid full time C.A. as at 01/07/2023 out of which at least 3 partners must be FCA. If CA is full time paid assistant, then he must be associated with the firm as an employee for at least one year as evidenced from Certificate/Firm card issued by ICAI.	- do -
4.	The firm of Chartered Accountants should have at least 50 persons staff pertaining to Audit and Assurance and accounting work.	The list of staff along with qualification to be provided.
5	The firm must be eligible to be appointed as Major Audit of C & AG.	Proof of documents or letter issued by C&AG for eligibility to appoint as statutory auditor of Major Audit for FY 2022-23.
6.	The firm should have an average minimum receipt from Profession of Rs.50 Lacs (Rupees: Fifty Lakhs) in the last 3 years ending on 31 st March	Copy of Audited Accounts along with Auditors Report and Tax Audit Report and copy of Income Tax Return of the firm to be

	2022.	submitted.[In case Audited Account does not clearly mention the fees from Audit & Attestation work, certificate of independent Chartered Accountant firm certifying the Professional fees from Audit & Attestation income should be attached]
7.	<p>The firm should have handled in last 5 years(completed on 31.3.2023) atleast 3 Accounting Assignments as per Ind AS for Public Sector Undertaking Company (GOG / GOI) having turnover of not less than 1000 crore or net worth of Rs. 1000 crore.</p> <p>(Each appointment order will be considered as separate assignment)</p>	<p>Appointment letters along with certificate of satisfactory completion of Accounting Assignment as per Ind AS[Format as per Annexure 5.1] and self-certified Relevant Page of (Balance Sheet Page) of the Financial Statement of the organization for which accounting assignment handled.</p> <p>In case Financial statements of Public sector under taking is not ready for any Financial year, certificate of competent Authority of said PSU certifying the Net worth or turn over of particular Financial year should be attached.</p>

Other Conditions:-

1. Chartered Accountant firms already engaged with the Nigam in the existing assignment of internal audit or pre-audit work will be **ineligible for this assignment**.
2. Each Chartered Accountant firm who is applying for the said assignments has to attach the proof in support of various eligibility criteria as stated hereinabove. The firm has to send detailed Profile of the key staff members qualifying with the requirements mentioned against such points.

3. C.A. Firm will be selected on the basis L1 for each segment applied. If Firm is selected for more than one segment, work will be allotted to the said firm only on making assessment of firm regarding man power, experience, skill and competency for the said assignment.
4. All the firms of Chartered Accountants meeting with the minimum technical eligibility criteria as evidenced by the proof mentioned against each point will be considered as qualified one. Price bids of all such technically qualified firms will be opened and considered for evaluation. In other words, proposals of the firms not meeting with any of the above referred criteria will be rejected forthwith and will not be considered for further process of evaluation.
5. Proposals with incomplete details/evidences will also be rejected forth with. However, SSNNL reserves the right to call any information/details from the firms in case if it is deemed appropriate to do the same for the sake of said assignment in the interest of Nigam.
6. Each Chartered Accountants firm applying for the said assignments has to attach the proof in support of various technical criteria as stated herein above as well as documents mentioned in Annexure-6**[List of documents]**.
7. C.A. Firm will be selected on the basis L1 for the said assignment. If there are more than one firm qualified as L1 for particular segment, Nigam reserves the right to distribute the work among such firms or to take appropriate decision as it deems fit in such circumstances.

Annexure 5.1: -

FORMAT OF CERTIFICATE (Point no. 7 of Annexure-5)

[To be issued on letter head of PSU]

1) This to certify that M/s _____, Chartered Accountants have successfully handled the assignment of maintenance of accounts (including the applicability of Ind AS) for the following financial year.

Financial Year

Net worth/Turnover of organization

2) Audited Annual Accounts of FY_____ is under preparation. It is certified that Net worth or Turnover for the year completed on_____ is as mentioned below.

Financial Year

Net worth/Turnover of organization

Above details are certified on the basis records of the PSU.

Date: -
Person/Partner)

(Signature) of Authorized

Place: -

Annexure: - 6

List of Documents to be submitted as Technical Bid [To be submitted physically as well as on line on GEM Portal] and other documents

1. Copy of constitution certificate issued by The Institute of Chartered Accountants of India mentioning Registration No. and Details of Partners & Paid CA employees as on 01.07.2023 or as on the latest date before the issuance of notice.
2. EMD and Tender Fees shall be submitted in sealed cover separate from technical bid.
3. Copies of Audited Income and expenditure account, Balance Sheet and Tax audit reports for the last three years (F.Y. 2019-20, 2020-21, and 2021-22). **[In case Audited Account does not clearly mention the fees from Audit & Attestation work, certificate of independent Chartered Accountant firm certifying the total professional fees as well as fees from Audit & Attestation income should be attached]**
4. Copies of Income Tax Returns and Acknowledgements for the last three years (F.Y. 2019-20, 2020-21, and 2021-22)
5. Proof of documents or letter issued by C&AG for eligibility to appoint as statutory auditor of Major Audit for FY 2022-23.
6. The list of staff along with qualification to be provided.
7. List of Accounting Assignments as per **Ind AS for Public Sector Undertaking Company (GOG / GOI)** handled in last 5 years(completed on 31.3.2023) net worth of not less than 1000 crore or Turnover not less than Rs. 1000 crore. [Appointment letters along with certificate of satisfactory completion of Accounting Assignment as per Ind AS and self-certified Relevant Pages of Balance Sheet in support of computation of net worth and computation statement of net worth on the basis of Financial Statement of the organization for which accounting assignment handled.
In case financial statements of Public sector under taking is not ready for any Financial year, certificate of competent Authority of said PSU certifying the Net worth or turnover of particular Financial year should be attached.]
8. Certificate from PSU regarding successfully handling of accounting assignment and/or turnover or net worth of PSU for particular year as mentioned in **Annexure 5.1**.

9. Declaration as per **Annexure-7** on the letter head of firm should be attached.
10. The firm shall pay tender fees in form of account payee demand draft payable at Gandhinagar in favour of " Sardar Sarovar Narmada Nigam Ltd".**[To be submitted Physically only]**In case Firm have valid MSME Certificate as on tender date, the copy of the same should be attached along with tender documents.
The firm shall submit EMD in the form account payee Demand Draft or bank Guarantee amounting to Rs. 31,500/-**[To be checked in GEM]** as mentioned in point G of annexure 2.1. Same shall be sent along with the technical Bid but in a separate cover along with Tender fees .**[To be submitted Physically only]** In case Firm have valid MSME Certificate as on tender date, the copy of the same should be attached along with tender documents.

ANNEXURE: - 7

DECLARATION

We hereby confirmed that all the documents submitted in this tender are authentic, genuine, copies of their originals and have been issued by the issuing authority mentioned above and no part of the document(s) / information is false, fraudulent or forged or fabricated.

We hereby confirm that our Bid complies with the total technical-commercial requirements/ terms and conditions of the Tender Document and subsequent addendum/corrigendum (if any), issued by SSNNL, without any deviation/ exception/ comments/ assumptions.

We also confirm that we have quoted the prices without any condition and deviation.

We further confirm that any reservation on terms and conditions/counter conditions, if any, mentioned in our bid (Technical as well as Financial) shall not be recognized and shall be treated as null and void.

We hereby confirm that we are not under any 'liquidation', any 'court receivership' or similar proceedings and 'bankruptcy'.

We hereby confirm that firm/entity or any partner of the firm or firm/entity has not been convicted/no proceedings have been initiated in past nor any proceeding is under progress regarding disciplinary proceedings/criminal case/any other legal case by any regulatory authority (ies) including ICAI/any court/any Government Department/any Government organizations/entities etc.

We further confirm that, we have not been in negative list /have not been blacklisted by any Public Sector Undertaking/ any Government Organization /SSNNL/ any Government Department/ any HOD/ any Government Entity etc..

We also confirm that the contents of this Tender have not been modified or altered by us. We agree that if any noticed in future, our Bid may be rejected / terminated.

We hereby confirm that we have gone through and understood the Tender Document and that our Bid has been prepared accordingly in compliance with the requirements/ provisions mentioned in the said documents.

We undertake that Tender Document shall be deemed to form part of our bid and in the event of award of work to us, the same shall be considered for constitution of Agreement. Further, we shall sign and stamp each page of the Tender Document as a token of Acceptance and as a part of the Contract in the event of award of Contract to us.

We further confirm that we have quoted our prices in electronic mode through GEM portal on line. We confirm that rate quoted by us includes price for all services as mentioned in the Tender Document.

Stamp and signature of bidder: _____

Name of bidder: _____

NOTE: To be stamped and signed by the authorized signatory/Partner of firm on letterhead of bidder.