

**TENDER FOR HIRING OF CHARTERED ACCOUNTANCY FIRM FOR ERP ACCOUNTING
SUPPORT FOR THE
FINANCIAL YEARS (2023-24) & (2024-25).**

TENDER ID:



**Jammu & Kashmir State Power Development Corporation
*Harnessing the Power of Heavens***

**Government of J&K PSU
(CIN: U40101JK1995SGC001418)
Exhibition Ground, Srinagar-190009**

Contact person:
(During office hours 10.00 am to 4.30pm (Mon-Sat)

For Tender related query:

Mr. Afshan Amin Wani Deputy General Manager (A&F)

Cell no:- 7006029136, 9419752426

Email:- dgmfinancejkspdc@gmail.com

The bid document, further amendments can download from the JKSPDC official website <http://www.jkspdc.nic.in/> or from e-procurement portal of Govt. of J&K <https://jktenders.gov.in/nicgep/app> . Prospective bidders shall submit the bid through online mode only on portal <https://jktenders.gov.in/nicgep/app> before last date i.e. 14.12.2023 at 16:30 Hrs.

IMPORTANT DATES

Publish Date	24.11.2023	16:00 Hrs.
Document Download Date	24.11.2023	16:00 Hrs.
Last Date Pre-bid Queries	01.12.2023	16:30 Hrs.
Pre-Bid Meeting	04.12.2023	14:00 Hrs.
Replies to Prebid Queries	06.12.2023	15:00 Hrs.
Bid Submission Start Date	07.12.2023	10:00 Hrs.
Bid Submission Last Date	14.12.2023	16:30 Hrs.
Bid Opening Date	15.12.2023	11:30 Hrs.

The dates shown above are firm unless modified by the tendering authority who shall not be responsible for any delay by the bidders caused by whatsoever reason. In case there is holiday on any of the aforesaid dates, the next working day shall be considered for the above proceedings.

Important Information about the E-NIT no CA-Hiring- DE/CA 01 of 2023 Dated 24 .11.2023

Item Description	Notice inviting E-Tenders (E-NIT) for the Hiring of Chartered Accountant (CA) Firm for ERP Accounting Support for the F.Ys 2023-24 & 2024-25 .
Date of issue of E-Tender Document	24-11-2023
Availability of E-Tender Document	E-NIT is available at jktenders.gov.in . & JKSPDC official website www.jkspdc.nic.in .
E-Tender system	The bids shall be uploaded in electronic format only on the portal jktenders.gov.in
EMD	Rs. 50,000/- (Rupees Fifty Thousand Only) through online payment mode only to the official account of General Manager (Accounts), JKSPDC, Jammu. Bank Name: J&K Bank Account No:- 0104010100001198 IFSC Code JAKA0BASTEE
Performance Security to be furnished by the successful bidder	Rs 1,25,000/- (Rupees One Lac Twenty Five Thousand Only) in the shape of bank guarantee from a nationalised scheduled bank pledged to the Managing Director, JKSPDC and valid till 28th February 2025.
Period of Assignment	1st January 2024 to 31 st December 2024.
Onsite Resource Required.	2 Chartered Accountants: One CA to be based at Srinagar office and one CA to be based at Jammu office. However, the onsite resources of Srinagar/Jammu may be required at Jammu/ Srinagar as per the requirement of the JKSPDC.
Pre-Bid Queries Last date & Time for Tender submission	Pre-Bid Queries can be submitted online upto 4.30 p.m of 01-12-2023 through email at these Ids:- dgmfinancejkspdc@gmail.com
Pre -Bid Meeting	Pre-Bid meeting shall be held virtually on 04 -12-2023 at 2.00 p.m through video conferencing. Link for the same shall be shared on official website of JKSPDC www.jkspdc.nic.in prior to the meeting.
Opening of Technical Bids	Technical bids shall be opened online on jktenders.gov.in on 15 -12-2023 at 11.30 p.m.
Venue of E-Tender Opening	Office of the General Manager (Accounts) J&K State Power Development Corporation, Camp Office Ashok Nagar Satwari Jammu - 180004.

Contact officer for correspondence clarifications	Mr Afshan Amin Wani Deputy General Manager (A&F) Cell no:- 7006029136, 9419752426 Email:-dgmfinancejkspdc@gmail.com,
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1. Introduction: -

1.1 The Jammu & Kashmir State Power Development Corporation limited (JKSPDC), a Government of J&K Enterprise, intends to hire a Chartered Accountant (CA) Firm on full-time basis for providing ERP Accounting Support to the Corporation for the F.Ys 2023-24 & 2024-25 . The Corporation's Books of Accounts are being prepared on ERP (IFS) accounting software. The Corporation is having around 70 Accounting units/profit and cost centers which are being consolidated at Corporate office level at Jammu/Srinagar and the Annual Accounts are generated out of ERP software.

1.2 As such, on behalf of the Managing Director JKSPDC, e-tenders are invited from interested eligible CHARTERED ACCOUNTANT FIRMS for ERP Accounting Support for the FYs 2023-24 & 2024-25 .

2. Scope of Work/Deliverables:

The scope of work shall be as under: -

- a) To provide the Accounting Support to the ERP Data Entry Operators for suggesting treatment to various transactions in the ERP based Double Entry Accounting system of JKSPDC.
- b) To monitor and supervise the data entry into the ERP system in compliance to the applicable statutory requirements and Indian Accounting Standards and Income Tax provisions etc as well as reconciliation of ERP cash book with the physical cash book and bank statements for FYs 2023-24 & 2024-25 (**up to 31st December 2024**).
- c) To do Ledger Scrutiny, ERP Internal Audit and rectification of the wrong entries for proper accounting as per Indian Accounting Standards.
- d) To make calculations for Deferred Tax Liability if any for FYs 2023-24 & 2024-25 .
- e) To generate financial statements of all the Accounting Units from the ERP System for FY 2023-24. Moreover, the CA firm shall be responsible to complete all the necessary activities pertaining to the financial year 2024-25 (**up to 31st December 2024**) as defined in the scope of work/deliverables. The first draft of financial statements should be provided in IndAS format.
- f) To Consolidate Annual Accounts of the Corporation in amended schedule III of the Companies Act, 2013 and in compliance to IndAS along with Notes to Accounts after

posting of manual, JV and consolidation entries and finalization of the same for the year FY 2023-24. Moreover, the CA firm shall be responsible to complete all the necessary activities pertaining to the financial year 2024-25 (upto 31st December 2024) as defined in the scope of work/deliverables.

- g) To assist the Corporation in making available all requisite information/data to the Statutory Auditors in preparation of replies to the observations of the auditors if statutory audit is taken up during the currency of the contract irrespective of financial year. Primarily, all necessary action required for rectification for compliance on the following audit observations shall also be the responsibility of CA firm:
 - i) Accounting treatment of water usage charges.
 - ii) Physical verification of fixed assets & inventory of the Corporation.
 - iii) Accounting treatment of Impaired Assets.
 - iv) Gaps (if any) in accrual system of accounting across paying units of JKSPDC.
- h) Also to provide necessary guidance/expert opinion/Accounting Support with respect to the unaudited financial statements of the Corporation for completion of statutory audit. Presently the Statutory Audit of the Corporation is completed till FY 2017-18. If required, passing of accounting entries as well as redrafting of IndAS compliant financial statements pertaining to the period from FY 2018-19 to FY 2023-24 shall be the responsibility of the CA firm.
- i) To impart training to the identified staff (5-10 nos) within the contract period covering all major accounting and legal aspects from preparation of financials to the adoption of financials in the Annual General Meeting.
- j) To monitor and supervise the data entry of loan, FDRs and Budget into the ERP application.
- k) To monitor on daily basis and liaise with concerned offices for collection of information for data entry/reconciliations for the FYs 2023-24 & 2024-25 (up to 31st December 2024).
- l) To review and resolve any gaps in requirements and ERP functionality with ERP implementation vendor and suggest customization, if required.
- m) Any other duty assigned by the Managing Director or Director Finance pertaining to:
 - i) ERP Accounting MIS.
 - ii) Tax matters i.e. to coordinate with Tax Counsel for providing timely support in connection with cases of tax scrutiny, assessment, appeals etc. & other allied matters.
 - iii) Coordination for completion of Tax audit in time-bound manner through the tax auditor including identification and bridging of the gaps (if any) in previous years to the satisfaction of JKSPDC.
- n) The CA firm will furnish a monthly performance report to the Director Finance through DGM (Finance/ERP).

o) The onsite resources (2 CAs) of CA firm shall mandatorily remain present physically at the site i.e. one each at Corporate Office Srinagar & Camp Office Jammu over the period of the contract. However, the services of both the onsite resources may periodically be required simultaneously at one station i.e. Srinagar or Jammu during the currency of the contract. TA/DA for movement of resource persons if ordered/instructed by JKSPDC shall be reimbursed as per the actuals. Attendance of onsite resources punched in biometric machine shall be certified by the concerned DGM (Finance/ERP).

3. Schedule of delivery of services:

S.No	Milestone	Timeline for (FY 2023-24)
1	Signing of provisional annual accounts.	31 July 2024.
2.	Completion of Tax Audit & Filing of Income Tax Return	31 August, 2024.

4. Eligibility criteria:

The bidders shall submit their technical bid based on eligibility criteria mentioned hereinafter and fixed professional fee as mentioned in clause 7. Following are the minimum eligibility criteria: -

p) Chartered Accountant Firm with a minimum post registration (with ICAI) experience of Five (05) years.

q) Experience of preparation of Annual Accounts in ERP software of at least two (02) financial years of any PSU's only having annual turnover of more than Rs. 300 crore.

5. Marking criteria: -

The marking criteria shall be as per table given under:

Marking criteria*			
S.N o	Parameter	Basis	Maximum Marks
1	Years of experience of firm post registration with ICAI.	2 Mark per year.	30
2	Experience of preparation of Annual Accounts in ERP software of any PSU's only having annual turnover of more than Rs. 300 crore.	10 Marks per year for every completed financial year of preparation of accounts of PSU's only, irrespective of the number of Companies/Corporations.* *(Company X prepared annual accounts in ERP software in IndAS format for Company A, B, C, D in FY 2017-18 and for Company E, F, G, H in FY 2018-	40

		19 and Company I, J, K, L in FY 2019-20. The total number of points awarded for experience shall cumulate to 30 points i.e 3 years (say 2017-18, 2018-19 & 2019-20)	
3	Experience of preparation of Annual Accounts in ERP software of any Power Sector PSU's (Transco/ Tradeco/ Genco/ Discom) having annual turnover of more than Rs. 300 crore.	10 Marks for every completed financial year of preparation of accounts of Power Sector PSU's (Transco/ Tradeco /Genco/ Discom).	20
4	Experience of statutory audit of Power Sector PSU's (Transco/Tradeco/Genco/Discom) having annual turnover of more than Rs. 300 crore.	5 Marks for every completed financial year of statutory audit of a power sector PSU's only (Transco/Tardec/Genco/Discom)	10
Total Marks			100

*The documentary evidence for each parameter above should be enclosed with the bid documents.

Bidder scoring the highest marks as per the marking criteria shall be awarded the assignment.

In case of tie in total marks, assignment shall be awarded to the bidder who has the highest marks among the eligible bidders for the following criteria in a sequence: -

- a) Number of financial years of preparation of Annual Accounts in ERP software of any Power Sector PSU's(Transco/Tradeco/Genco/Discom) having annual turnover of more than Rs. 300 crore.
- b) Number of financial years of statutory audit of power sector PSU's only (Transco/Tradeco/Genco/Discom) having annual turnover of more than Rs. 300 crore.
- c) Number of financial years of preparation of annual accounts in ERP software only having annual turnover of more than Rs. 300 crore.
- d) Number of years of registration of firm with ICAI .

In case of tie in first criterion (a) above, then second criterion (b) above shall be considered, in case of tie in both first criterion (a) above & second criterion (b) above, then third criterion (c) above shall be considered & in case of tie in first criterion (a) above, second criterion (b) above & third criterion (c) above fourth criterion (d) above shall be considered for award of assignment.

6. Professional Fee and Payment schedule: -

The selected ERP Accounting Support firm shall be paid as per following schedule:

S.No	Milestone	Amount (in Rs)
1	Monthly Fees.	Onsite Resource 1 (for Srinagar based office) in terms clause 7 (a): Monthly Fees of Rs 75,000/- shall be paid, subject

		to the satisfactory monthly performance in line with clause 2.
		Onsite Resource 2 (for Jammu based office) in terms clause 7 (a): Monthly Fees of Rs 75,000/- shall be paid, subject to the satisfactory monthly performance in line with clause 2.
2	On completion of 1st milestone in line with clause 4.	Rs 1, 50,000/- .
3.	On completion of 2nd milestone in line with clause 4.	Rs 1, 50,000/-.
Total fee payable over the term of the contract: [(Rs 75,000x2x12) +(Rs 1,50,000+Rs 1,50,000)] = Rs 21,00,000/- (Rupees Twenty One Lacs only)* plus GST.		

*GST shall be paid extra.

7. Term of Assignment: -

- a) Both the Onsite resources (2 No Chartered Accountants) of the selected firm should be qualified Chartered Accountants (Partner/Regular Employee) with a minimum pass-out experience of 2 years who shall join the respective offices (Srinagar/Jammu) i.e **one** CA to be based at Srinagar office and one CA to be based at Jammu office. However, the services of onsite resources of Srinagar/Jammu may periodically be required at Jammu/ Srinagar simultaneously as per the requirement of the JKSPDC.
- b) The replacement / change of the onsite resources shall be avoided to ensure the continuity of knowledge and experience. However, if the same is unavoidable, it would be allowed only once during the entire period of contract, after the completion of preparation of financial statements and filing of Tax return for the financial year corresponding to the date of request for replacement with the prior approval of JKSPDC. **JKSPDC may ask any time for change of resource.** The replacement shall be done with a resource of the same or better skill set and experience. The replacement shall be done with proper knowledge transfer of internal processes to the new resource so that efficiency of work shall not be affected.
- c) The ERP Accounting support shall have to provide ERP Accounting Support on full time basis (office timing of JKSPDC) both at the Corporate office, Ashok Nagar, Satwari, Jammu and Corporate office, Exhibition ground, Srinagar as per orders to be issued from time to time.

- d) The Firm shall perform the assigned job for two years commencing three days after issue of Letter of Award. The duration of this contract can be extended by further two years by the corporation based upon mutual understanding on the same terms and conditions and satisfactory performance of the CA firm with 5% increment in the monthly emoluments for each extended year subject to the approval of the competent authority.
- e) The selected bidder shall not sublet or assign the awarded job or any part thereof.
- f) JKSPDC reserves the right to accept or reject any bid, and to annul the process and reject all bids, at any time prior to the award of contract, without assigning any reason, and without thereby incurring any liability to the affected bidder or bidders.

8. Performance guarantee of assigned work by the consultant and contract agreement:

The ERP Accounting Support shall submit a performance guarantee in the shape of a Bank guarantee pledged to Managing Director, JKSPDC within 5 days from the date of issuance of LoA, from a nationalized scheduled bank which shall be valid upto 28th February 2025. The ERP Accounting Support shall execute the Contract Agreement with the JKSPDC within 7 days of the date of issuance of the LoA.

9. Corporation Responsibilities

At the request of firm and whenever required, JKSPDC shall provide the following resources to the firm to ensure seamless completion of assignment.

- a) Dedicated teams of ERP Operators & Finance Assistants who shall work with onsite resources for completion of the assignment under the overall supervision of DGM (Finance/ERP).
- b) Appropriate office space and infrastructure for completing the assigned work over the period of the contract.

10. Performance Standards

The Firm undertakes to perform the services with the highest standards of professional competence, work ethics and integrity and shall furnish its independent professional expert opinion on issues within the scope of work. The Firm shall ensure that the onsite resources shall exhibit utmost discipline while dealing with the officers/officials of the JKSPDC and any behavioral issue shall not be tolerated in any case. The Firm shall also ensure completion of the assignment with punctuality and a monthly performance report shall be furnished to the Director Finance through DGM (Finance/ERP).

11. Confidentiality

The Firm shall not, during the term of this Contract and after its expiration, disclose any proprietary or confidential information relating to the services under the Contract or the JKSPDC's business or operations without the prior written consent of the JKSPDC.

12. Ownership of Material

Any studies, reports or other material prepared by the Firm for the JKSPDC under the Contract shall belong to and remain the property of the JKSPDC.

13. Consultant not to be engaged in Certain Activities

The selected Firm hired by the JKSPDC shall in no case represent or give opinion or advice to other stakeholders in any matter which is adverse to the interest of the JKSPDC. This would constitute a material breach of Contract.

14. Termination

The JKSPDC may, in their discretion, terminate the Contract in the event of the CA Firm failing to meet the contractual obligations or any material breach of Contract. Prior to that JKSPDC will give in writing the reasons for terminating the contract.

15. Dispute Resolution

No dispute or difference arising between the CA Firm and the JKSPDC, under or relating to the contract shall be referred to adjudication, unless an attempt has first been made to settle the same amicably. Amicable settlement will be deemed to have failed if either party notifies the other, in writing, of the same.

Any dispute, in respect of which the JKSPDC and the CA Firm have failed to reach at an amicable settlement, shall be settled by reference to adjudicator.

16. Adjudication

If the parties fail to resolve such a dispute or difference by mutual consultation, then the dispute shall be referred in writing by either party to the adjudicator, with a copy to the other party. The adjudicator shall be appointed by the Appointing Authority (Owner-Managing Director, JKSPDC).

Within 28 days after receiving such reference, the Adjudicator shall give its decision which shall be reasoned and shall be binding on both the parties, who shall promptly give effect to it unless and until it is revised in an amicable settlement.

The Adjudicator shall be bound by following terms while adjudicating the dispute:-

- a) The Adjudicator shall pass an award strictly as per the terms and conditions of the Contract. Any award contrary to the terms and conditions of contract shall be void and not enforceable.
- b) The Adjudicator shall not award pre-reference, pendent lite or future interest on any claim awarded in favour of any party.
- c) The Adjudicator shall pass a speaking award with reference to each item of claim/dispute.
- d) The venue of adjudication shall be in the UT of Jammu and Kashmir.
- e) The Adjudicator shall be paid fee plus reasonable expenditure incurred in the execution of its duties as Adjudicator under the contract. This cost shall be divided equally between the JKSPDC and the CA Firm.
- f) Neither party shall be entitled to suspend such work to which dispute relates and payments if any shall be continued to be made in terms of the Contract during the pendency of the Adjudication proceedings.
- g) The language of the Adjudication proceedings and of all documents and communications between the Parties shall be English.

If either party is dissatisfied with the Adjudicator's decision, then either party, may within 28 days after receiving the decision, give notice to other party of its dissatisfaction. If the Adjudicator fails to give its decision within the period of 28 days after receiving such

reference, then either party, may within 28 days after the period has expired, give notice to other party of its dissatisfaction.

If the Adjudicator has given its decision and no notice of dissatisfaction has been given by either party within 28 days after it received the decision of the Adjudicator, then the decision of the Adjudicator shall become final and binding upon both the parties.

Where notice of dissatisfaction has been given, both the parties shall attempt to settle the dispute amicably. In case of failure, there shall be no arbitration proceedings. However, the parties can challenge the award of the Adjudicator in the competent Courts within the UT of Jammu & Kashmir only. Courts of UT of Jammu & Kashmir shall have exclusive jurisdiction in the matter.

Should the Adjudicator resign or die, or should the JKSPDC and the CA Firm agree that the Adjudicator is not fulfilling its functions in accordance with the provisions of the Contract, another adjudicator shall be jointly appointed by the JKSPDC and the CA Firm as Adjudicator under the Contract. Failing agreement between the two within twenty-eight (28) days, the new Adjudicator shall be appointed as the Adjudicator under the Contract at the request of either party by the Appointing Authority.

17. Law Governing Contract and Language

The Contract agreement shall be construed and interpreted in accordance with and governed by Laws of India as are in force for the time being and applicable in the UT of Jammu & Kashmir including rules and regulations made there under. In case of any dispute between the parties, the courts in the UT of Jammu & Kashmir shall have jurisdiction in the matter. In respect of any matter for which no provision has been made in the contract, the provisions contained in the Standard Guidelines of the JKSPDC on the subject of hiring of consultants shall apply.

18. Other terms & conditions: -

- a. The list of documents to be attached with the online bid by the bidder is as under: -
 - ✓ Standard format for submission of technical details as per the **Annexure A** attached.
 - ✓ Latest Firm Registration Certificate / Membership Certificate of the Firm issued by the Institute of Chartered Accountants of India.
 - ✓ Experience Certificates in evidence of clause 4 & 5.
 - ✓ Scanned Copies of PAN/GST number.
 - ✓ Scanned copy of receipt of EMD paid.
 - ✓ Power of attorney in favour of the bidders authorized signatory.
- b. All the bids will be evaluated on the basis of the documents furnished along with application only.
- c. All submitted documents should be signed by the authorized signatory of the Firm.
- d. The Bidder shall bear all costs associated with the preparation and submission of its bid and JKSPDC will in no case be responsible or liable for those costs regardless of the outcome of bidding process.
- e. EMD of unsuccessful bidder shall be returned after determination of successful bidder.
- f. Taxes shall be deducted at source as per applicable laws.

Sd/
(Kajal Jasrotia)
General Manager (Accounts)
JKSPDC, Jammu.

No: -JKSPDC/Fin/DE/Hiring of CA/E-7019584/5868-75

Dated: 24 -11-2023

Copy for information to the: -

1. Director Finance, JKSPDC.
2. General Manager (Accounts) Srinagar, JKSPDC.
3. All Deputy General Managers (A&F).
4. AM (IT) for uploading the tender on the JKSPDC website.
5. PA to MD for Information of Managing Director, JKSPDC.

Annexure A to the NIT No. DE/CA 01 of 2023 Dated 24-11-2023
Standard format for submission of Technical Bid

1. Name of the Chartered Accountant Firm:-
2. Registration Details of the Firm:-
 (Institute of Chartered Accountants of India)
3. Membership details of two senior most partners of the firm:-
 (Institute of Chartered Accountants of India)
4. Address details of the Firm:-
5. Details of preparation of Annual Accounts in ERP software of PSU's only having annual turnover of more than Rs. 300 crore or above:-

S.No	Financial Year	Name of Company(ies)/Corporation (s)
1.		
2.		

6. Details of preparation of Annual Accounts in ERP software of Power Sector PSU's (Transco/Tradeco/Genco/Discom) only having annual turnover of more than Rs. 300 crore or above:-

S.No	Financial Year	Financial Years
1.		
2.		

7. Details of Experience of statutory audit of Power Sector PSU's (Transco/Tradeco/Genco/Discom) having annual turnover of more than Rs. 300 crore:-

S.No	Name of PSU (s)	Financial Year of Statutory Audits of Annual Accounts
1.		
2.		

8. Experience of ERP Software
9. PAN of the Firm:
10. GST Number:
11. Details of EMD paid: Amount, UTR No , Date of transaction, beneficiary account number, all other relevant details.
12. Details of authorized signatory: Name, Designation, signature. (please enclose power of attorney in favour of the authorized signatory)
13. Bank details of CA Firm NEFT/RTGS:-

1.	Bank Name	
2.	Branch Name and Address	
3.	Bank Account Number with style of account, Saving/ Current	
4.	IFSC Code No. Of the Bank	

I confirm that I have not taken any deviation from the specified terms & conditions, of the e-NIT documents. A copy of complete e-NIT document duly signed and sealed on all pages as a token of acceptance of all terms & conditions are attached.

Signature of authorized signatory.....

Seal of the Firm.....