

**Extension of E-NIT no. 01 dated 09.05.2020**

With reference to the e-Notice inviting tender (E-NIT) no. 01 dated 09.05.2020 (Tender ID. 2020\_SPDC\_96571\_1) regarding **"Appointment of Chartered Accountant (CA) for ERP Accounting Support for the F.Ys 2019-20, 2020-21, 2021-22 in Jammu & Kashmir State Power Development Corporation Limited (JKSPDCL)"**. It is for the information of all prospective bidders that on account of poor response, the last date of submission of e-bids is further extended from 26.05.2020 to 01.06.2020 up to 12.00 noon.

Sd/-  
(Ashu. B. Gandotra)  
General Manager Accounts  
JKSPDC, Corporate Office, Jammu

No.: - JKSPDCL/FIN/ 629-31  
Dated:- 26/05/2020

Copy to the:-

1. Director Finance, JKSPDCL.
2. PA to MD for information of MD.

**JAMMU AND KASHMIR STATE POWER  
DEVELOPMENT CORPORATION LIMITED**

Regd. Office : Shaw Inn, The Boulevard, Srinagar, Kashmir - 190001.  
Ph.: 0194-2500071, 2500109. Fax : 0194-2500145.  
Jammu Office : Ashok Nagar, Satwari, Jammu - 180004.  
Ph. : 0191-2430548, 2439039. Fax : 0191-2435403.

**NOTICE INVITING E- TENDERS (E-NIT) FOR  
HIRING OF A CHARTERED ACCOUNTANT (CA) FOR ERP  
ACCOUNTING SUPPORT FOR THE  
FYs 2019-20, 2020-21 & 2021-22**



***Jammu & Kashmir State Power Development Corporation Limited***  
***(A Government of Jammu & Kashmir undertaking)***  
***Corporate Office:- Exhibition Ground, Opposite Civil Secretariat, Srinagar***  
***Camp Office:-Ashok Nagar, Satwari, Jammu-180004***

Table A: - Important Information about the E-NIT no. <sup>2020-21</sup> 01 of Dated 09.05.2020

Item Description	Notice inviting E-Tenders (E-NIT) for the Hiring of a Chartered Accountant (CA) for ERP Accounting Support for the F.Ys 2019-20, 2020-21 & 2021-22
Site Location	JKSPDCL, Corporate Office, Ashok Nagar, Satwari, Jammu
Date of issue of E-Tender Document	09.05.2020
Availability of E-Tender Document	E-NIT is available at <a href="http://www.jktenders.gov.in">www.jktenders.gov.in</a> . However, the E-NIT is also available on JKSPDCL official portal <a href="http://www.jkspdcl.com">www.jkspdcl.com</a> .
E-Tender system	The bids shall be uploaded in electronic format on the website <a href="http://www.jktenders.gov.in">www.jktenders.gov.in</a>
Cost of E-Tender Document and EMD	Rs. 1,000/- (Rs. one thousand only) for Cost of Tender document and Rs. 10,000/- (Rs. Ten Thousand Only) as Earnest Money Deposit to be submitted in the form of Demand Draft in favour of General Manager, Accounts, JKSPDCL, Jammu. Cost of Tenders document and EMD in the form of DD's shall reach the GM Accounts Office by or before the last date of bid submission, however, scan copy of DDs shall be attached with the technical bid and uploaded on JK tenders.
Period of Assignment	Two years commencing (03) days after the issue of Letter of Award
Pre-Bid Queries	Pre-Bid Queries can be submitted online upto 02.00 pm at 18-05-2020 through email at these IDs:- <b><i>gmajmu@gmail.com, shekhar5728@gmail.com</i></b>
Last date & Time for Tender submission	12.00 Noon on 26.05.2020
Opening of Technical Bids	Technical bids on 26.05.2020 There is no financial bid in the tender being a fixed rate assignment. The bidder shall be selected based on selection criteria.
Venue of E-Tender Opening	General Manager Accounts, J&K State Power Development Corporation, Camp Office Ashok Nagar Satwari Jammu – 180004 at 2.00 PM.
Contact officer for correspondence and clarifications	<b><i>Ashu Behl Gandotra (General Manager Accounts, Jammu)</i></b> <b><i>J&amp;K State Power Development Corporation limited,</i></b> <b><i>Camp Office Ashok Nagar Satwari Jammu.</i></b> <b><i>Cell no:- 94191-12667,94197-02700</i></b> <b><i>Email:-gmajmu@gmail.com, shekhar5728@gmail.com</i></b>

## 1. Introduction: -

- 1.1 The Jammu & Kashmir State Power Development Corporation limited (JKSPDCL), a Government of J&K Enterprise, intends to hire a Chartered Accountant (CA) on full time basis for providing ERP Accounting Support to the Corporation for the F.Ys 2019-20, 2020-21 & 2021-22. The Corporation's Books of Accounts are being prepared on ERP (IFS) accounting software. The Corporation is having 70 Accounting units/profit and cost centres which are being consolidated at Corporate office level at Jammu and the Annual Accounts are generated out of ERP software.
- 1.2 As such, on behalf of the Managing Director JKSPDCL, e-tenders are invited from interested eligible CHARTERED ACCOUNTANTS for ERP Accounting Support for the FYs 2019-20, 2020-21 & 2021-22.

## 2. Scope of Work/Deliverables

Following are the scope of ERP Accounting support (CA): -

- 2.1 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.
- 2.2 To monitor and supervise the data entry into the ERP system in compliance to the statutory requirements and Indian Accounting Standards and Income Tax provisions as well as reconciliation of ERP cash book with the physical cash book and bank statements for FYs 2019-20, 2020-21 & 2021-22.
- 2.3 To do Ledger Scrutiny, ERP Internal Audit and rectification of the wrong entries for proper accounting as per Indian Accounting Standards
- 2.4 To make calculations for Deferred Tax Liability if any for 2019-20, 2020-21 & 2021-22.
- 2.5 To generate financial statements of all the Accounting Units from the ERP System for 2019-20, 2020-21 & 2021-22.
- 2.6 To Consolidate Annual Accounts of the Corporation in schedule VI in compliance in INDAS along with Notes to Accounts after posting of manual, JV and consolidation entries and finalization of the same for the year 2019-20, 2020-21 & 2021-22
- 2.7 To assist the Corporation in making available all requisite information to the statutory Auditors, if taken up during the currency of the contract.
- 2.8 To train the identified staff within the contract period for ERP affairs so that Data entry can be managed by them independently.
- 2.9 To monitor and supervise the data entry of loan, FDRs and Budget into the ERP application.
- 2.10 To monitor on daily basis and liaise with concerned offices for collection of information for data entry/reconciliation for the FYs 2019-20, 2020-21 & 2021-22.
- 2.11 To review and resolve any gaps in requirements and ERP functionality with ERP implementation vendor and suggest customization, if required.

- 2.12 Any other duty assigned by the Managing Director or Director Finance pertaining to ERP Accounting MIS, Tax matters etc.
- 2.13 The CA will furnish a monthly performance report to the Director Finance through DGM (Finance/ERP).

### 3. Eligibility criteria:

Following are its eligibility criteria: -

- 3.1 Chartered Accountant having a minimum post qualification experience of five (05) years.
- 3.2 The CA should have an experience of consolidation and preparation of Annual Accounts in ERP software of at least three (03) financial years of a Public Sector/Private Sector Company having annual turnover of more than Rs. 500 crore.
- 3.3 The CA should have an experience of working on ERP software.

The CA should preferably have an experience of preparation of Annual Accounts of companies from power sector.

### 4. Selection criteria: -

The interested eligible CA submitted their technical bid based on eligibility criteria and fixed professional fee as mentioned in clause 5. The following sequence shall be adopted for selection. In case of tie in first criteria, then second criteria shall be considered. In case of tie in second criteria, then third criteria shall be considered. Assignment shall be awarded to the bidder who have the maximum of the following criteria in a sequence: -

**Criteria: -1:** - No. of years of preparation of annual accounts in ERP software of a Public sector/private sector.

**Criteria: -2:** - No. of years of preparation of annual accounts in ERP software of power sector companies .

**Criteria: -3:** - Years of post-qualification experience.

### 5. Professional Fee and Payment schedule: -

- 5.1 The selected ERP Accounting Support (CA) shall be paid a monthly professional fee maximum of Rs. 75,000/- (Rupee Seventy-five thousand only) excluding GST.
- 5.2 The schedule of payment shall be monthly at the end of every month after submission of monthly progress/performance report and proper attendance in the office.
- 5.3 The monthly professional fee shall be enhanced by 10% after completion of one year of completion of assignment subject to satisfactory performance report of preceding year.



**6. Term of Assignment: -**

- 6.1 The ERP Accounting support (Chartered Accountant) shall have to provide ERP Accounting Support on full time basis at the Corporate office, Ashok Nagar, Satwari, Jammu (*working commensurate with office hours i.e. from 10 AM to 5 PM*).
- 6.2 The CA 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 the corporation based upon mutual understanding on the same terms and conditions and satisfactory performance of the CA subject to the approval of the competent authority.

**7. Bond of assigned work by the consultant:**

The ERP Accounting Support shall require to submit a surety bond of an amount equivalent to 10% of the professional fee of one year as performance security. The surety bond shall be for a period of one year and extended for next year after completion of 1 year. The applicability of this clause shall be limited only during the term of the contract unless extended.

**8. Corporation Responsibilities**

At the request of CA and whenever required, corporation shall provide the following to the CA to ensure seamless completion of assignment.

- 8.1 Dedicated team of ERP Operators who shall work with CA in completion of assignment under the overall supervision of DGM (Finance/ERP).
- 8.2 The CA shall interact with DGM (Finance/ERP) to resolve the issues hampering his performance on his scope of work.
- 8.3 Appropriate office space and infrastructure for completing his assigned work.
- 8.4 Management support in performing the tasks which shall review the work at intervals and provide necessary support as and when demanded by the ERP Accounting Support.
- 8.5 The CA shall stay headquartered at Jammu (Data centre). If the JKSPDC decides that the CA is required to visit Srinagar or other JKSPDC field locations in connection with the performance of his assignment, the travelling, boarding and lodging admissible to DGM rank officer under rules shall be borne by the Corporation.

**9 Performance Standards**

The CA undertakes to perform the Services with the highest standards of professional and ethical competence and integrity and shall furnish its independent professional expert opinion. The CA shall ensure completion of the assignment with utmost efficiency, discipline and punctuality. The CA will furnish a monthly performance report to the Director Finance through DGM (Finance/ERP).



## **10 Confidentiality**

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

## **11 Ownership of Material**

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

## **12 Consultant NOT to be engaged in Certain Activities**

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

## **13 Termination**

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

## **14 Dispute Resolution**

In the event of any dispute or differences relating to interpretation and the application of the provisions of contract between the parties, the same shall be settled to the extent possible amicably between the parties. In case parties are unable to settle the dispute amicably each party shall appoint one arbitrator and third arbitrator shall be nominated by the said two arbitrators. The rules governing the proceeding before the arbitrator shall be those of Jammu & Kashmir Arbitration and conciliation Act, 1977 and the rules made there under. The venue of arbitration proceedings shall be in the UT of Jammu & Kashmir.

## **15 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 this contract, the provisions contained in the Standard Guidelines of the JKSPDCL on the subject of hiring of consultants shall apply.

## **16 Other terms & conditions: -**

- 16.1 Original copy of bids along with the Cost of tender document shall be submitted in the office of General Manager Accounts, JKSPDCL, Ashok Nagar, Satwari, Jammu by or before the last date of bid submission super scribed " E- Tenders for the Hiring of a Chartered Accountant (CA) for ERP Accounting Support for the F.Y 2019-20, 2020-21 & 2021-22."

16.2 The Quotations will be opened on the same day or any other day convenient to JKSPDCL in presence of bidders who may like to be present.

16.3 The list of documents to be attached in the technical bid by the firm is as under: -

- ✓ Standard format for submission of technical details as per the **Annexure A** attached.
- ✓ Demand draft of Rs.1000/- for the cost of tender document and Rs. 10,000/- for EMD.
- ✓ Latest Membership Certificate of the CA issued by the Institute of Chartered Accountants of India.
- ✓ Experience Certificates in evidence of clause 3.2/3.3/3.4
- ✓ All the bids will be evaluated on the basis of the documents furnished along with application only.
- ✓ All submitted documents should be signed by the CA.

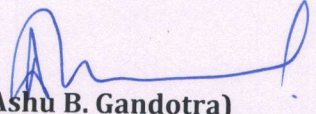
16.4 The selected bidder shall not sublet or assign the awarded job or any part thereof.

16.5 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.

16.6 EMD of unsuccessful bidder shall be returned back after determination of unsuccessful bidder.

16.7 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 thereby incurring any liability to the affected bidder or bidders.

16.8 Taxes shall be deducted at source as per applicable laws.

  
(Ashu B. Gandotra)  
General Manager (Accounts),  
JKSPDCL, Corporate Office,  
Jammu

No: -JKSPDC/Fin/DE/ 341-48

Dated: 09-05-2020

Copy to the: -

1. Director Finance, JKSPDC.
2. Company Secretary, JKSPDC.
3. Deputy General Manager (Mr. Bunt Bhola)
4. AM (IT) for uploading the tender on the JKSPDC website.
5. PA to MD for Information of Managing Director, JKSPDCL.
6. Receipt section for receiving the tenders and keep them in safe custody.
7. Notice Board/Website.

१५-०५-२०२०

**Annexure A to the NIT No. 01 Dated 05-05-2020**  
**Standard format for submission of Technical Bid**

1. Name of the Chartered Accountant:
2. Membership details of the CA:-  
(Institute of Chartered Accountants of India)
3. Address details of the CA:-
4. Details of Experience of preparation of Annual accounts in ERP software of Public Sector/private sector Company of Rs. 500 crore turnover or above: -

S.No	Name of Company/unit	Year of preparation of Annual Accounts
1.		
2.		

5. Details of Experience of preparation of Annual accounts in ERP software of power sector companies: -

S.No	Name of Company/unit	Year of preparation of Annual Accounts
1.		
2.		

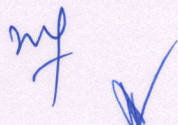
6. Experience of ERP Software

7. PAN NO. of the CA:

8. Bank details of 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 the CA**