

**Tender for Appointment of Chartered Accountants/ Cost Accountant Firm/  
LLP for Physical Verification & Financial Reconciliation of  
Stores and Inventories in APDCL at all Stores Location across Assam**

**No: APDCL/CGM (F&A)/VERIFICATIONOFSTOCK/2024/804/05 dated 30.09.2024**



**By  
Assam Power Distribution Company Limited  
Office of the CGM (Finance & Accounts), APDCL  
6<sup>th</sup> Floor, Bijulee Bhawan, Guwahati-781001**

**Detail Tender documents can be viewed in [www.apdcl.org](http://www.apdcl.org) or [assamtenders.gov.in](http://assamtenders.gov.in)**

**-(Sd)-  
Manish Dasgupta, FCA  
CGM (F&A), APDCL**

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## SECTION-I: E-Tendering Information

### E-ender for Appointment of Chartered Accountants/ Cost Accountant Firm/ LLP for Physical Verification & Financial Reconciliation of Stores and Inventories in APDCL at all Stores Location across Assam

#### Important Information

S. N.	Action	Date & time
1	Tender Documents publishing date	Tender documents to be downloaded from <a href="http://www.apdcl.org/assamtenders.gov.in">www.apdcl.org/assamtenders.gov.in</a> from 4 PM of 05.10.2024
2	Pre RFP-Queries from intending bidders	May be sent to email id: <cgm.fa@apdcl.org>, Upto 07.10.2024
3	Pre-Bid Meeting	At 13.00 Hrs of 08.10.2024 Venue: Office of CGM(F&A), APDCL, 6 <sup>th</sup> Floor, Bijulee Bhawan, Guwahati-781001
4	Bid Submission Start date and time	18.10.2024 from 12.00 Noon.
5	Bid Submission End Date and Time	11.11.2024 up to 2 PM
6	Date of Opening of Technical Bid	12.11.2024 on 3 PM
7	Date of Opening of Financial Bid (Online)	To be notified
	Tender Processing Fees	Tender Processing Fee to be submitted online while submission of tenders in <a href="https://assamtenders.gov.in">https://assamtenders.gov.in</a> Rs. 2000.00
8	EMD/ Bid Security Deposit	EMD (Earnest Money Deposit) to be submitted online or in the form of BG while submission of tenders in <a href="https://assamtenders.gov.in">https://assamtenders.gov.in</a> Rs. 2,00,000.00
N.B: For further details regarding online payment of tender processing fees and EMD, please visit the link <a href="https://assamtenders.gov.in">https://assamtenders.gov.in</a>		
9	Performance Security	@10% of LOA Value/ Work Order Value in the Form of Bank Guarantee drawn on any Schedule Bank valid for Six Month to be submitted before acceptance of Work Order / LOA.

## Section-II ELIGIBILITY & EVALUATION CRITERIA

### A. Eligibility Conditions:

S.N.	Criteria	Particulars	Documents
1	<b>Form of Entity</b>	Firm/ LLPs of Chartered Accountants/ Cost Accountants.	Firm Constitution Certificate/Certificate of incorporation.
2	<b>Tenure of Establishment</b>	Minimum 5 Years	Firm Constitution Certificate/Certificate of incorporation.
3	<b>Office Establishment</b>	Registered Head Office/ Branch Office should be situated in the Assam	Latest Firm/ LLP Registration Certificate downloaded from ICAI/ ICMAI Institute Website.
4	<b>No of Partners</b>	At least 2 (Two) working partners as on 31.03.2024.	Latest Firm/ LLP Registration Certificate downloaded from ICAI/ ICMAI Institute Website.
5	<b>Turnover of Firm (Professional Receipts)</b>	The Minimum <b>Annual turnover of the professional firm should not be less than Rs 30 (Thirty) lakh per annum</b> in all the immediately preceding three financial years.	Copy of Audited Balance Sheet and Profit & Loss A/c along with Income Tax Return for the Financial Years 2020-21, 2021-22 & 2022-23 to be submitted.
6	<b>Experience</b>	Experience of Physical Verification / Financial Reconciliation of Stores Inventory/ Fixed Assets of Company having Turnover of More than Rs. 1000 Crores, from and onward Financial Year 2019-20 only.	Engagement Letter along with terms of reference and type of audit. Completion Certificate & Turnover Proof of Audited Company.

**Note: None fulfilment of any of the above-mentioned eligibility conditions shall make the bid liable to be summarily rejected.**

**B. Evaluation Criteria****(i) Technical Evaluation:**

Evaluation Criteria for selecting the auditor are mentioned below:

<b>Sl. No.</b>	<b>Criteria</b>	<b>Points over the Min Eligibility</b>	<b>Maximum Points</b>	<b>Supporting Documents</b>
<b>1</b>	<b>Tenure of existence of Firm/ LLP</b>	More than 5 and less than 20 Years: 5 Marks More than 20 and less than 50 Years: 10 Marks More than 50 Years= 20 Marks	<b>20</b>	Firm Constitution Certificate/Certificate of incorporation
<b>2</b>	<b>No of Partners</b>	1 Marks per ACA/ ACMA and 2 Marks Per FCA/ FCMA up to maximum of 10 Marks	<b>10</b>	Latest Firm/ LLP Registration Certificate downloaded from ICAI/ ICMAI Institute Website.
<b>3</b>	<b>Office Establishment</b>	10 Marks for GST registered Head Office in Assam 5 Marks for Branch office in Assam	<b>10</b>	Latest Firm/ LLP Registration Certificate downloaded from ICAI/ ICMAI Institute Website.
<b>4</b>	<b>Turnover of Firm (Professional Receipts)</b>	Average of last three immediately preceding financial year i.e. F.Y-2020-21, F.Y- 2021-22 & F.Y.2022-23. Above Rs 30 lakh but up to Rs 50 Lakh: 7 Marks Above Rs. 50 Lakhs but up to Rs. 100 Lakhs = 10 Marks Above Rs. 100 Lakhs but up to Rs. 300 Lakhs = 15 Marks Above Rs. 300 Lakhs = 20 Marks	<b>20</b>	Copy of Audited Balance Sheet and Profit & Loss A/c along with Income Tax Return for the Financial Years 2020-21, 2021-22 & 2022-23

Sl. No.	Criteria	Points over the Min Eligibility	Maximum Points	Supporting Documents
5	<b>Experience Firm/ LLP</b>	<p>Experience of Firm/ LLP in Physical Verification/ Financial Reconciliation of Stores Inventory / Fixed Assets of a Company having Turnover of more than Rs. 1000 Crores, from and onward Financial Year 2019-20 only:</p> <p><b>Power Sector PSU(s)</b>– 10 Marks per Assignment = Maximum 20 Marks.</p> <p><b>Power Sector PSU(s) with ERP environment</b>-2.5 Additional Marks per assignment. Maximum 5 marks</p> <p><b>Other than Power Sector PSU(s) Company:</b> 2.5 Marks Per Assignment. = Maximum 5 Marks.</p> <p><i>Multiple assignment of the same nature in the same PSU for more than 1 year will be considered as 1 assignment)</i></p>	<b>30</b>	<p>Copy of Appointment Letters &amp; Completion Certificate.</p> <p>Certificate of experience in SAP ERP's environment issued by concerned PSU/Email from organization confirming work completion in ERP/SAP environment. (no need to submit certificate if worked in APDCL's SAP-ERP environment)</p>
6	<b>Presentation</b>	The bidder needs to showcase a presentation to the evaluation committee on the approach and methodology of the assignment.	<b>10</b>	
	<b>Total Marks=(Total Technical Score)</b>		<b>100</b>	

Those bidders who will score 70% or above shall be considered for financial evaluation.

**(ii) Award of Contract:**

**Quality cum Cost Based Selection (QCBS)** will be applied for selection of the bidder. 70% weight will be given to Technical Proposal and 30% weight will be given to Financial Proposal. Total score will be calculated as per the following formula:

$$\text{Total Score} = (\text{Technical Score} \times 70\%) + (\text{LP/FP} \times 30\%)$$

Where LP is the lowest financial offer and FP is the financial offer of the bidder being evaluated.

*The bidder achieving the highest combined technical and financial score (Total Score) will be selected. The bidder with the lowest rate quoted in the financial bid will be selected if the QCBS total*

*scores are found to be equal for more than one bidder*

### **SECTION III**

#### **OVERVIEW OF ASSAM POWER DISTRIBUTION COMPANY LIMITED**

Assam Power Distribution Company Limited (APDCL) is a public limited company wholly owned by the Government of Assam. It was incorporated on the 23rd day of October 2009 and has been registered under Indian Companies Act 1956.

The primary purpose of the Company is to undertake distribution, trading and supply of electricity in the state of Assam in accordance with provisions of applicable law and all activities ancillary or appurtenant thereto. It has also the mandate to develop, maintain and operate the power distribution system in the state of Assam. In carrying out the work of supplying power, APDCL reaches every part of the state. The company is serving the people of Assam with a consumer base of approximately 68 Lakh.

APDCL's power distribution system consists of electrical network of 33KV, 11KV, Low Tension lines, 11/.4KV Pole mounted Sub-stations. The Sub-division office is the main process owner for carrying out maintenance activities for network and Sub-stations. There are specific roles of a Sub-division like Feeder maintenance Engineer, Sub-station in charge, Lineman, Sahayak etc. for maintenance of the system. Division offices and other upward nodes are mainly playing as approving and verifying authorities along with payment process execution.

The Finance and Accounts of APDCL functions at two levels: (1) Head Office (HQ) level and (2) Field level. The total area under APDCL is divided into Zones, Circles, Divisions and Sub-divisions for better control and administration.

Assam Power Distribution Company Ltd. Has floated this RFP for Physical Verification of Stores and Inventories at all Stores Location across Assam. The Sub-divisions are the lowest unit in the field hierarchy and are dedicated revenue centers. Divisions are next in hierarchy having about 3 to 4 Sub-divisions under it. In the field offices divisions are the lowest Accounting Units.

There are 86 Accounting units in APDCL.

APDCL Stores are spread over 275 locations across the Assam, as per under mentioned details:

- 1 Central Store Circle Unit along with Two Sub-Divisional Stores at Guwahati- i.e 3 Locations.
- 4 Regional Stores Unit.
- 8 Zonal level Stores Unit.
- 20 Circle level Stores Unit (19 Electrical Circles, 1 Civil Circle).
- 82 Divisional level Stores Unit (45 Electrical Divisions, 3MTI Divisions, 17 Independent IRCA's, 16 T &C Office & 1 Building division).
- 158 Sub Divisional level Stores Unit.

## **SECTION-IV SCOPE OF WORK**

### **A. Scope of Work:**

- 1.** The Company is working in Comprised Environment and maintains all its records in Computerized System (SAP-ERP).
- 2.** Conduct Physical Verification and Financial Reconciliation of Physically verified Stores Inventories of all Stores Locations of APDCL with SAP-ERP system as on date to be intimated in due time.
- 3.** The consultants/designated representatives of the consultant must visit each storage locations invariably with prior intimation to the CGM(F&A) and carry out the physical verification of that location in presence of the authorized official of the location. A confirmation letter in prescribed format to be signed by the controlling officer of the location regarding completion of the physical verification is to be collected once verification of the physical store is completed.
- 4.** The cut-off date Physical Verification of Stores Inventory of all Stores Locations across
- 5.** Verification and Reconciliation of each stores items (value and number wise) need to be carried out item-wise and material code-wise as maintained in material master in SAP-ERP system.
- 6.** Any material found in physical verification but not maintained in material master in ERP needs to be reported separately with technical specifications and value of the material.
- 7.** A complete list of shortage and excess of the stores and inventories with material codes is to be prepared separately giving full details as to the locations and book value etc. in respect of each unit/ office. This list shall form a part of the final report.
- 8.** The quantity of scraps lying in the store is to be ascertained.
- 9.** A complete list of obsolete/ unserviceable stores and inventories with material codes is to be prepared separately giving full details as to the locations and book value / net releasable value etc. in respect of each unit/ office. This list shall form a part of the final report.
- 10.** A detail list of movement of inventories during the period of physical verification is to be prepared. This list shall form a part of the final report.
- 11.** Physical verification report in respect of each unit/office is to be confirmed with counter signature and acceptance by the competent authority of the respective units/office.
- 12.** Holding of meeting at regular intervals with management of APDCL and ERP Section at HQ.
- 13.** Reconciliation of Physically verified Stores Inventories Valuation (The cut-off date of phase wise and circle wise Physical verification shall be informed at the time of offering the award).
- 14.** Collaborative action to be taken by the consultant with APDCL designated officer to take up the follow up action in ERP post submission of the Physical verification report and to carry out the physical verification process across all store location of APDCL in ERP system.



## **SECTION-V- TERMS AND CONDITIONS**

### **A. Submission of E Tender through E Tendering Portal:**

- a) Bidders satisfying the terms and conditions specified in this RFP may submit their bid through e-tendering portal <http://assamtenders.gov.in> on or before the time line stipulated vide RFP.
- b) All the sections of price offer are to be quoted and nothing should be left blank. If any of the sections of the offer is left blank, then it will be considered as zero for evaluation.
- c) Bidders are advised to visit e-tendering portal <http://assamtenders.gov.in> and APDCL website <https://www.apdcl.org> regularly for any Corrigendum/ Addendum/ Modification/ Clarification of the Bid Documents.
- d) One Firm/ LLP can submit only one bid. In case of multiple Bid of one Firm/ LLP all submitted Bid of the said Firm/ LLP shall be treated as null and void.
- e) Submission of Bids shall not automatically construe qualification for evaluation. APDCL reserve its right to reject any or all bids or to annul the bidding process and reject all the bids for any justified and genuine grounds without any intimation to the bidders.

### **B. Validity of E- Tender:**

- a) The offered rate shall be valid for acceptance for a period of 6 months from the next day of opening of Bid and shall not be withdrawn or revised on or after the opening of bids till the expiration of the validity period or any extension agreed thereof.
- b) Bid offer made valid for a period less than the required time as stipulated above would liable to be rejected.
- c) In exceptional circumstances, prior to expiry of the original bid validity period, the APDCL may request the bidder for a specified extension in the period of validity. The requests and the responses shall be made in writing. The Bidder will undertake not to vary/modify the bid during the validity period or any extension agreed thereof.

### **C. Language of E Tender:**

The RFP submitted by the bidder shall be in “English” language and all correspondences between the Bidder and APDCL shall be in “English” language.

### **D. Currency of Bidding:**

Bidders should quote Firm/ LLP prices in Indian rupee only. Prices quoted in any other currency shall not be considered.

### **E. Termination of Engagement**

APDCL reserves the right to terminate the contract pre-mature, if the reporting / performance of the Firm/ LLP is not considered satisfactory.

In case a Firm/ LLP fails to commence the stipulated audit within ten days from the date of award of the contract, APDCL shall have right to terminate the contract awarded to the concerned Firm/ LLP by giving a notice of termination. All costs associated in this regard will be recovered from the Bidding Firm/ LLP.

## **F. Performance Standards**

- a) The Bidder should perform the Inventory Audit with the highest standards of professional and ethical competence and integrity.
- b) It is expected that compliance to valuation method adopted by APDCL shall be exercised while carrying the Inventory Audit under the engagement.

## **G. Controlling Officer**

The APDCL designates Chief General Manager (F & A) as the Project Administrator. The Project Administrator will co-ordinate all the activities under the engagement viz the acceptance and approval of reports, approving bills for payment and other deliverables.

## **H. Confidentiality**

During the tenure of this engagement and within two years after its expiration, professional Firm/ LLP should not disclose any proprietary or confidential information relating to the Services under this engagement or the APDCL's business or operations without the prior written consent from the Authorities of APDCL. A "Non disclosure agreement" towards maintaining confidentiality shall be executed between APDCL and the Firms before commencement of the jobs.

## **I. Assignments**

The Firm/ LLP will not be able to assign any part of the services as contained in the engagement under this RFP to a Third Party and / or any Associates without prior written consent of the Company.

## **J. Earnest Money Deposit & Performance Security:**

J.1: The Bidder shall submit the EMD of Rs. Two Lakh ( Rupees Two Lakh only) by way of Demand Draft favouring Assam Power Distribution Company Limited, payable at Guwahati.

J.2: The Bidder shall submit @ 10% of LOA Value as performance Security in the form of bank guarantee drawn at any Nationalized bank valid for 6(six) months to be submitted before acceptance of Work Order/LOA favouring Assam Power Distribution Company Limited.

J.2: EMD and / or Performance Security shall be forfeited:

- a) If the bidder withdraw bid during the period of Bid Validity. or
- b) If the successful bidder fails to sign contract within stipulated time period. or
- c) If the successful bidder fails to furnish Performance Bank Guarantee valid up to six month from the date of signing of contract . or
- d) If successful bidder fails to deliver the relevant services within the stipulated period. Or
- e) If successful bidder fails to comply any of the terms of RFP or contract.

J-3: Scan Copy of Earnest Money Deposit through Demand Draft (i.e DD) to be uploaded in the website along with Technical Bid. Any Technical Proposal not accompanied by the requisite EMD copy shall be treated as non-responsive and shall be rejected immediately.

J-4: The EMD of the unsuccessful Bidders will be returned as early as possible, after completion of process of selection of the Consultant. The EMD of the selected candidate shall be refunded only after successful completion of contract/ assignment.

J.5: No Interest shall be payable on the amount of EMD and / or Performance Security.

**K. Liquidated Damage:**

In case of delay in rendering of specified service / specified report (due to the reason of delay on the part of assigned bidder), the company shall charge liquidated damage @ 1% Per week of delay subject to a maximum of 10 per cent of the contract value.

**L. Terms of Payment:**

The terms of payment shall be as follows-

Sl no	Milestone	Payment terms
1	Satisfactory completion of Physical Verification & Financial Reconciliation of Stores and Inventories in APDCL at all Stores Location as per scope of work of this tender document followed by submission & acceptance of Physical Verification Report & Quantitative and Financial Reconciliation Report	80% of the total contract value
2	Completion of follow-up action in ERP collaboration of APDCL designated officers post acceptance of Physical Verification Report & Quantitative and Financial Reconciliation Report	20% of the total contract value

All the Invoices should be GST compliant.

**M. Total value of the Tender-**

In terms of ICAI announcement responding to tenders dated 04/04/2016, the minimum fee for the assignment is prescribed to Rs 75 Lacs inclusive of all expenses and exclusive of GST.

- a) The allowed upward price band for Bid is maximum up to 15% above of the Minimum Estimated Price.
- b) The Bid below the Minimum Estimated Bid Price and more than 15% above the Estimated Price shall be summarily rejected.

**N. General Terms & Conditions:**

- a) All the sections of both; Part-1: Technical Bid & Part-2: Professional Fees cum Price Bid must be filled in and shall be uploaded in e-tendering portal. Any section left blank would be considered as zero for evaluation. Please write "Not Applicable" wherever necessary.
- b) Any Technical Bid document submitted in a manner other than as set out in this E Tendering Process and / or attaching any condition shall not be treated as eligible and rejected in the selection process.
- c) Participation in this Bid in the form of a Consortium and/or Joint Venture is not allowed.
- d) No binding relationship will exist between any of the Bidders and the Company until constitution of the contract.
- e) Non-solicitation of Personnel: - During the tenure of engagement and for subsequent 12 (twelve) months following its termination for any reason, the selected Bided Firm/ LLP

- will not solicit for employment, or hire, any personnel of the Company.
- f) The selected Bided Firm/ LLP , including any Partner or other personnel in the Firm/ LLP will not solicit for a position on the Company’s Board of Directors, nor hire, any present professional employee of the Company, if such solicitation, hiring or employment may impair the independence of the Company under any other law, regulation, rule, listing requirement or professional standards governing the independence of accountants. Without limiting the foregoing, the Auditors agrees not to solicit, hire or employ, without the prior written consent of the Company, any present professionally qualified employee of the Company.
  - g) The APDCL reserves the right to accept / reject any or all the RFPs without assigning any reason whatsoever.
  - h) The APDCL also does not bind itself to accept the lowest quotation.
    - i) The Micro & Small Enterprises (MSEs) of Assam registered with District Industries Centre (DIC)/UDYAM or any other body specified by Ministry of Micro, Small & Medium Enterprises (MSME) shall be exempted from payment of EMD and tender processing fees. In support of above the bidders shall be required to upload the requisite documents on the portal of Assam Tender, falling which their Techno Commercial bid shall not be considered for opening.
    - j) Physical Verification team of the Firm should consist of adequate number of qualified/ semi-qualified assistants led by a partner for each of the assigned Unit of the Company.
    - k) If progress/performance of the firm is not satisfactory , the APDCL management reserves the right to terminate the appointment of the Firm.
    - l) The firm who will be engaged for Physical Verification & Financial Reconciliation of Stores and Inventories against the tender will not be entitled to carrying at any other assignment/audit under APDCL during the tenure of this assignment.

**O. Tenure of Appointment:** The tenure of Appointment shall be as per the timeline of the contract to be mentioned in due time

#### SECTION –VI : TECHNICAL BID FORM

S.No.	Particulars	Details
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<b>1</b>	<b>Name of Firm/ LLP</b>		
<b>2</b>	<b>Date of Establishment of the Firm/ LLP ( as per Firm/ LLP Constitution Certificate issued by ICAI/ICMAI)</b>		<b>Date of Establishment:</b>  <b>No. of Year of Establishment as on 31/03/2024:</b>
<b>3</b>	<b>Firm/ LLP Registration No</b>		
<b>4</b>	<b>Address of the Head Office of the Firm/ LLP with contact Details.</b>		
<b>5</b>	<b>Address of Branch Offices in Assam</b>		
<b>6</b>	<b>GSTIN of Branch Office in Assam</b>		
<b>7</b>	<b>Address of Branches outside Assam (As per Firm/ LLP Constitution Certificate Only)</b>		
	<b>S.No</b>	<b>Address</b>	

<b>8</b>	<b>Contact Details of Branch In-charge in Assam</b>	<b>Name of Branch In-charge</b>	
		<b>Mobile No</b>	
		<b>Email id:</b>	

<b>9</b>	<b>Details of Partners of Firm/ LLP as at 31.03.2024</b>		
<b>S.No.</b>	<b>Full Name Partner</b>	<b>ICAI/ ICMAI Membership No.</b>	<b>Fellow/ Associates</b>

<b>9.1</b>			
<b>9.2</b>			
<b>9.3</b>			
<b>9.4</b>			
<b>9.5</b>			

<b>10</b>	<b>Annual Turnover of the Firm/ LLP</b> (in Rs. and as per audited financial statements & Return of Income)(Enclose Audited Financial Statements. & Return of Income Tax, justifying gross turnover figure.)		
<b>S.No.</b>	<b>Financial Year</b>	<b>Turnover of Firm (Professional Receipts) Rs.</b>	
<b>10.1</b>	<b>2020-21</b>		
<b>10.2</b>	<b>2021-22</b>		
<b>10.3</b>	<b>2022-23</b>		

<b>11</b>	Experience of the Firm/ LLP in Physical Verification / Financial Reconciliation of Stores Inventory / Fixed Assets of Company having Turnover of more than Rs. 1000 Crores, from and onward Financial Year 2019-20 only.			
<b>S.No.</b>	<b>Name of Company</b>	<b>Related Financial Year</b>	<b>Type of Company (Power Sector PSU/ Power Sector PSU with ERP environment/ Other)</b>	<b>Annual Turnover of PSU/ Company respective Financial Year (Rs. Crores)</b>
<b>11.1</b>				
<b>11.2</b>				
<b>11.3</b>				
<b>11.4</b>				
<b>11.5</b>				
<b>11.6</b>				
<b>11.7</b>				
<b>11.8</b>				
<b>11.9</b>				
<b>11.10</b>				

<b>12</b>	<b>List of self attested enclosures:</b>		
<b>S.No.</b>	<b>Type of Documents</b>		<b>Enclosed Page No.</b>
<b>12.1</b>	<b>Copy of Firm/ LLP Constitution Certificate as of 31.03.2024 downloaded from Website of ICAI/ ICMAI</b>		
<b>12.2</b>	<b>Copy of Firm/ LLP (Annual GST Returns / Monthly GSTR-1 with annual summary report) for three Financial Year 2020-21, 2021-22 &amp; 2022-23.</b>		
<b>12.3</b>	<b>Copy of Income Tax return (ITR) for Financial Year 2020-21, 2021-22 &amp; 2022-23.</b>		
<b>12.4</b>	<b>Copy of Firm / LLP Audited Financial Statement (Balance Sheet and Profit &amp; Loss) for Financial Year 2020-21, 2021-22 &amp; 2022-23.</b>		
<b>12.5</b>	<b>Proof of Experience of the Firm/ LLP in Physical Verification / Financial Reconciliation of Stores Inventory / Fixed Assets of Company having Turnover of more than Rs. 1000 Crores, from and onward Financial Year 2019-20 only. (Copy of Engagement Letter/ Appointment Letter along with Work Completion Certificate certified by Appointing Company and also Proof of Annual Turnover of the said Audited Company)</b>		
<b>S.No.</b>	<b>Name of Company</b>	<b>Related FY of Assignment</b>	
<b>12.5.1</b>			
<b>12.5.2</b>			
<b>12.5.3</b>			
<b>12.5.4</b>			
<b>12.5.5</b>			
<b>12.5.6</b>			
<b>12.5.7</b>			
<b>12.5.8</b>			
<b>12.5.9</b>			
<b>12.6</b>	<b>Proof of Working exposure in ERP environment (Certificate of experience in SAP ERP's environment issued by concerned PSU/Email from organization confirming work completion in ERP/SAP environment. (no need to submit certificate if worked in APDCL's SAP-ERP environment)</b>		

**Undertaking:**

**I ..... Partner of M/s. .... hereby a firm/ LLP that:**

01. All of the above information furnished in the Technical Bid are correct.
02. Our Bid shall be treated as canceled, in case of any misleading or false information detected later on.
03. No disciplinary proceeding(s) is/ are pending against the Firm/ LLP or any Partner of Firm/ LLP on any court of law in India or before any disciplinary committee of ICAI/ ICAI.

Date:

Place:

(Signature of the authorized signatory with name & designation under common seal of the Firm/ LLP)



## SECTION VII- FINANCIAL BID TEMPLATES

Name of Firm/ LLP:

<b>Particulars</b>	<b>Basic Value</b>	<b>GST @18%</b>	<b>Total</b>
Lumpsum Fees for Physical Verification and Financial Reconciliation of all Stores of APDCL across the Assam (including Travelling , Halting and Other Incidental Expenses related with assignment). (In Rs.)			
<b>In words</b>			

**NOTE:**

- No hard copy of the Financial Bid shall be submitted.
- The Financial Bid shall only be submitted electronically as per the format prescribed above: