



**Tripura State Electricity Corporation Ltd.  
Bidyut Bhavan, North Banamalipur, Agartala, Tripura(W)**

**Notice Inviting Expression of Interest (EOI)**

**EIO No. No.F.14(47)/TSECL/FIN/2023-24**

**EOI DOCUMENT**

**For**

**Appointment of Chartered Accountants Firm for Preparation and  
Compilation of Quarterly and Annual Accounts for the Financial  
Year 2023-24 of Tripura State Electricity Corporation Ltd. (TSECL).**



**Tripura State Electricity Corporation Ltd.  
Bidyut Bhavan, North Banamalipur, Agartala, Tripura(W)**

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**No.F.14(47) TSECL/FIN/2019**

**Dated .....<sup>16</sup>January'2023**

**NOTICE**

TSECL invites Expression of Interest (EOI) in sealed quotations from experienced, eligible firms of Chartered Accountants (CA) for Appointment for Preparation and Compilation of Quarterly and Annual Accounts of all Circle Offices, Division Offices and Corporate Office of Tripura State Electricity Corporation Ltd. (TSECL) for the Financial Year 2023-24.

Estimated cost for the work is Rs. 15,00,000/- (Rupees Fifteen Lakh only) including applicable GST.

EOI consisting Scope of work, Selection Criteria, General Terms & Conditions etc. are hosted on TSECL's websites [www.tsecl.in](http://www.tsecl.in) together with Annexure – I to VII and Appendixes - A, B and C.

Interested Firms may send their quotations in the prescribed format along with Annexures under sealed cover addressed to the Director (Finance), Tripura State Electricity Corporation Ltd, Bidyut Bhavan, North Banamalipur, BK Road, Agartala-799001 **by 10<sup>th</sup> February'2023, 17.00 hours.**

  
**Director (Finance)**

**Tripura State Electricity Corporation Ltd**

## **1. Introduction:**

Tripura State Electricity Corporation Ltd. (TSECL) is a Government of Tripura Enterprise under Department of Power engaged in the business of purchasing, selling, generation, transmission and distribution of electricity. Further details are available on the Company website [www.tsecl.in](http://www.tsecl.in)

## **2. OBJECTIVES:**

The selected firm(s) shall be engaged for Preparation and Compilation of Quarterly and Annual Accounts of all Divisions, Circles and Corporate Office of TSECL. The firm has to ensure that all the transactions have been reconciled, recorded and accounted for with the Books of Accounts. In addition to that, it must ensure that Reporting and Accounting are as per the prescribed format admissible as per the Companies Act. 2013 and Ind. AS applicable.

## **3. Requisite Eligibility Criteria, Qualification and Experience for selection (Check-list):**

- (i) Only registered firm/agency with Institute of Chartered Accountant of India would be eligible to apply.
- (ii) Established Audit Firm's experience in practicing for at least **05** years or more in various Govt. departments/PSUs/ABs, as on the last date of submission of EOI/Tender is eligible to submit their offer with valid documentary evidence in support of their experience.
- (iii) The firm/agency shall free from any disqualification as mentioned in the Companies Act, 1956.
- (iv) The firm registered must have Income Tax Permanent Account Number (PAN) and Goods and Service Tax Registration, Unique Code Number and CAG, if any.
- (v) The firm/agency should have been in operation or in existence for at least 05 years or more after its registration, as on the last date of submission of EOI/Tender.
- (vi) Average Annual receipt/turn-over of the firm in the last three (03) financial years ending on March 31st, 2022 must be at least Rs. 1,00,00,000/- (One Crore). Audited Balance Sheet and Statement of

Profit&Loss account for last three years (2019-20, 2020-21 and 2021-22) should be attached.

- (vii) The bidder should submit partnership deed, if any, the last three financial years ITR return along with Bid application.
- (viii) The bidder should note that number of Accounts Compilation assignments completed in various government (central or state or union territories) department/PSUs/Autonomous Bodies from F.Y. 2019-20 to 2021-22. Further PSUs concerned should have at minimum net fixed asset (tangible & intangible) of Rs. 1,000 cores or above in the relevant year.

**4. BASIS OF SELECTION:**

- i) Further to the above eligibility criteria, firms will be shortlisted based on the scores achieved as per parameter-score matrix provided below

PARAMETER-SCORE MATRIX					
	Parameters	Value /nos.	Score	Scoring Criteria	Max. Score
1	Years of existence of Firm (Min. 5 years)			1 point for every year over and above 5 years (counted from the date of constitution of the firm with one full time FCA or date of joining of the firm by the existing partner having the longest association with the firm whichever is later.	10
2	No. of Partners			1 point each for each partner, from 3 <sup>rd</sup> partner onwards. (e.g., If there are 9 partners, score will be 7)	10
3	No. of Partners with FCA			2 point each for each partner	10
4	Full time CA Employees			1 point for each CA employee	10
5	CISA or CIA Qualified partner/ employees (dual qualification for the same person will be considered as one)			2 point each for each such partner/ employee	10
6	Partners/employees possessing IFRS Certification			2 point each for each such partner/ employee	10
7	Experience of Accounts Compilation in Govt. departments/PSUs/ABs.			2 points for each assignment (falling within three financial years immediately preceding 2021-22)	20
8.	Experience of Accounts Compilation of listed			2 points for each assignment (falling within three financial	20

	companies having turnover exceeding Rs.1000 crore.			years immediately preceding 2021-22)	
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- ii) From amongst the firms who have responded to the EOI and satisfied all requisite eligibility criteria, the firms will be allotted scores as per scoring parameter specified in above table. Based on scores achieved, a shortlist of firms will be made and will be opened price bid.

#### 5. Submission of Bid:

- (i) Bidder should take due care to submit tender in accordance with requirement in sealed covers.
- (ii) All the supporting documents should be certified/attested by the bidder with office seal.
- (iii) Bid must be submitted in two part- Part-1 as Techno Commercial Bid and Part-2 as Price Bid and shall be enclosed in a bigger envelopes super scribing in the Top **“EOI for Preparation and Compilation of Quarterly and Annual Accounts of Tripura State Electricity Corporation Ltd. (TSECL) for the Financial Year 2023-24 and onwards”**.
- (iv) Bid evaluation Criteria shall be the basis for evaluation of tenders. TSECL will not entertain any modification subsequent to opening of bids and bids not confirming to tender conditions shall be to be rejected
- (v) In case any bidder fails to submit the documents in support of qualifying requirement (QR), the offer of the bidder shall be rejected
- (vi) The fees (price) for above work shall be quoted in price bid as prescribed format (Annexure -VII) in EOI.
- (vii) Interested parties may send the application completed in all respect addressed to **the Director (Finance), Tripura State Electricity Corporation Ltd, Bidyut Bhavan, North Banamalipur, BK. Road, Agartala, Tripura(W), PIN- 799001 by 10<sup>th</sup> February’2023, 17.00 hours.**

#### Note:

- (i) Any amendment/Corrigendum/Addendum shall be published on [www.tsecl.in](http://www.tsecl.in) original tender document. Change in date of submission, if any, shall be placed only on the TSECL website. However, if there is a substantial change in the specification of service,

fresh publication of original bid inquiry may be issued. TSECL reserves right to extend the deadlines for submission of bids.

- (ii) All the bids received after the notification due date and time of closing of Bid will not be considered. TSECL will not be responsible for loss of EOI Documents in transit or delayed delivery for any reason whatsoever.

**6. Scope of Work:**

The selected firm has to cover all the following Divisions, Circles and Corporate Office at Agartala for collection of data and information for Preparation and Compilation of Accounts Quarterly and Annual basis.

Sl No	Name of Office	Location
1	Electrical Division No. I,Agartala.	Agartala
2	Electrical Division, Dharmanagar.	Dharmanagar.
3	Electrical Division No. II,Agartala	Agartala,Bardawali
4	Electrical Division, Udaipur.	Udaipur.
5	Electrical Division, Kumarghat.	Kumarghat.
6	Electrical Division, Santirbazar.	Santirbazar.
7	Electrical Division, Ambassa.	Ambassa.
8	Electrical Division, Bishalgarh.	Bishalgarh.
9	Electrical Division, Khowai.	Khowai.
10	Electrical Divisionn, Sonamura.	Sonamura.
11	Electrical Division, Manu.	Manu.
12	Electrical Division, Kanchanpur.	Kanchanpur.
13	Electrical Division, Amarpur.	Amarpur.
14	Electrical Division, Capital Complex.	Agartala, Capital Complex
15	Electrical Division, Mohanpur.	Mohanpur.
16	Electrical Division, Jirania.	Jirania.
17	Electrical Division, Kamalpur.	Kamalpur.
18	Electrical Division, Kailashahar.	Kailashahar.
19	Electrical Division, Belonia	Belonia
20	Electrical Division, Sabroom.	Sabroom.
21	Electrical Division, Teliamura.	Teliamura.
22	Electrical Division, Jampuijala	Jampuijala
23	Transmission Divn. 79 Tilla ,Agt.	79 Tilla ,Agartala
24	Transmission Division, Udaipur.	Udaipur.
25	Transmission Division, Kumarghat	Kumarghat
26	Gas Thermal Electrical Division, Rokhia.	Rokhia.
27	Gas Thermal Electrical Division,	Baramura.
28	Gumti Electrical Division, Jatanbari.	Jatanbari.
29	Central Civil Divn,79Tilla,Agt.	79 Tilla ,Agartala
30	System Operation, Agartala.	79 Tilla ,Agartala
31	Electrical Circle, Gomati.	Udaipur.
32	Electrical Circle- I, Agt.	Corporate Office premises
33	Generation Circle, Agt.	Corporate Office premises
34	Electrical Circle, Unakoti.	Kumarghat
35	Electrical Circle -II, Agartala.	Corporate Office premises
36	Electrical Circle, Dhalai.	Ambassa
37	Electrical Circle, Belonia.	Belonia.
38	Commercial & Tariff Division	Corporate Office building
39	Materials Management Division	Corporate Office building
40	Testing & Communication Division, Agt.	79 Tilla ,Agartala
41	Corporate Office	Agartala

- (i) Preparation and Compilation of Final Accounts according to the Companies Act. 2013 with Notes on Accounts, Cash Flow Statement, Segment Reporting, Fund of Scheme wise Reporting, Statement of Information required for submission to ROC, Tax Auditor, Cost Auditor, Detailed Report required for submission to State Electricity

- Regularity Commission and Schedules of item in the Annual Accounts of all Divisions, Circle Offices and Corporate Office of TSECL.
- (ii) Cash Book, Bank Reconciliation Statement (BRS) of all existing Bank Accounts and other subsidiary books of all Circles and Divisional Offices and Corporate Office are to be prepared separately, adjustment and correction of the books of accounts maintained by the offices according to the Accounting Standards. Submission of the copies to the Corporate Office duly signed by the DDO's of the Concerned Offices.
  - (iii) Preparation of Fixed Assets register, Fixed Deposit Register, Stock Statement, Statement of Capital Works in Progress, Statement of Addition of Assets, Statement of Central and State Government Sponsored Scheme & its Utilisation Statement, List of Creditors, List of Debtors, List of EMD & Security Deposit, Deposit Work, Statement of Advance to Employees, Agencies etc. and other Statement (if any) of all Circles and Division Offices including Corporate Office separately.
  - (iv) Preparation of Register of Assets created out of Govt. Grant and Depreciation thereof.
  - (v) All accounts shall be done using Tally Software and all other Statements & Register shall be done on MS Excel till ERP is implemented in TSECL.
  - (vi) Both soft copies and hard copies of Accounts, Registers and Statements shall be submitted.
  - (vii) The work shall be done at the premises of respective Division Offices, Circle Offices and Corporate Office.
  - (viii) The work of Compilation and Finalization of Accounts shall be done at Corporate Office, Bidyut Bhavan, TSECL.
  - (ix) All Audit Compliances of Accounts of the Financial Year should be made before Statutory Auditors, Comptroller and Auditor General of India, Tax Auditors, Income Tax Department and other statutory obligations of any Statutory Laws etc. including preparation of Audit reply etc. as and when required.
  - (x) Reconciliation of Deposit Work fund and Scheme/Project work fund.
  - (xi) Reconciliation of Books with Physical Stock and compilation of value of closing stock.

## **7. Completion Period:**

<b>SL No.</b>	<b>Particulars</b>	<b>Scheduled Timeline</b>
A	Quarterly Accounts	45 (forty-five) days from end of each Quarter
B	Final Annual Accounts	60 (sixty) days from the end of Financial Year



## **8. Other Conditions:**

- i) TSECL reserves the right to postpone or cancel the LOA without mentioning any reason what so ever.
- ii) The firm must submit **10%** of the LOA amount as **Bank Guarantee** for the period of 15 (Fifteen) months from the date of issue of the LOA. **Bank Guarantee should be submitted at the time of acceptance of the LOA.**
- iii) The firm cannot sublet or outsource the contract to any third party.
- iv) If for any reason what so ever, the firm cannot complete the assigned job within the due date or express his unwillingness/unable to complete the work within stipulated time, TSECL will have the right to confiscate the Bank Guarantee amount and charge 25% of the LOA value from the firm.
- v) The basic information for preparation and compilation is to be gathered from the revenue earning Sub-Divisions/ Divisions/Circle and Corporate Office etc. Hence, the firm has to make their own arrangement for staying and transportation. No additional payment will be made for these actions.
- vi) The firm should not disclose to any person regarding any details of Office, Operational process, administrative and Organisational matters.
- vii) **Liquidated damage:** If the agency fails to successfully complete the job within the stipulated time, the TSECL shall reserve the right to levy liquidated damages @1% of the contract price per week or part thereof subject to a maximum of 10% of the work order. The delay should not exceed 35(thirty-five) days in any case and TSECL shall reserve the right to terminate the whole or part of the work and recover any amount paid against this order.

## **9. General Terms & Conditions:**

i)The tenure of appointment shall be at the sole discretion of the TSECL. The appointment for said assignment shall be made for each year separately and for a maximum of three years. The renewal of appointment each year shall be at the sole discretion of the management of TSECL subject to satisfactory performance of selected firm.

ii) All entries in the offer shall be either typed or neatly hand written. Overwriting/correction/erase and/or use of white ink should be avoided in the offer. However, if any over-writing/correction/erase is inevitable, the same should be authenticated with the signature & seal of authorized person of applicant firm. All the pages of the proposal document and documents submitted along-with the offer shall have to be authenticated by the authorized signatory of the applicant firm(s) with the firm's seal.

iii) Incomplete or conditional/hypothetical tender shall be summarily rejected.

iv) It will not be obligatory for TSECL to accept the lowest quotation and no explanation shall be given for the cause of rejection of quotation of any firm. No such obligation on the part of TSECL is also to inform the unsuccessful firms of the outcome of the tender process.

v) The successful contractor's staffs, so deputed, shall not divulge/disclose to any person, regarding any details of office, operational process, technical know-how, security arrangements, and administrative/organizational matters.

vi) The contractor shall ensure punctuality, cleanliness, obedience, promptness, proper conduct and integrity of the personnel in the office premises, and enforce prohibition of consumption of alcoholic, drinks, smoking, loitering without work. Failing to do so, the Security Deposit/Bank Guarantee will be forfeited and contract will be cancelled forthwith by serving notice by the Competent Authority and will also be barred to participate in the future tender.

viii) A firm blacklisted by any Govt. /State Government office will not be eligible to participate in this tender. In case any such firm obtained contract by hiding the facts and it comes to the notice of Office later, contract will be cancelled immediately and security forfeited.

ix) "Bid Document" - shall mean the document submitted by the bidder, pursuant to understanding and agreeing with the terms and conditions set out in this Tender Document.

#### **10. DUE DILIGENCE:**

The Bidder is expected to and shall be deemed to have examined all instructions, forms, terms and specifications in this Tender Document. The Bid should be precise, complete and in the prescribed format as per the requirement of the Tender Document. Failure to furnish all information required by the Tender Document or submission of a bid non-responsive to the Tender Document in every respect will be at the Bidder's risk and may result in rejection of the bid. TSECL shall at its sole discretion be entitled to determine the adequacy / sufficiency of the information provided by the Bidder.

#### **11. UNDERTAKING:**

An un-conditional undertaking from the Bidder stating the compliance with all the terms and conditions of the Contract/Tender will be required, since no deviation will be acceptable to TSECL

## **12. MODIFICATION/ SUBSTITUTION/ WITHDRAWAL OF PROPOSALS:**

- i) The Applicant may modify, substitute, or withdraw its proposal after submission, provided that written notice of the modification, substitution, or withdrawal of original proposal is received by the TSECL prior to Proposal Due Date. No Proposal shall be modified, substituted, or withdrawn by the Applicant on or after the Proposal Due Date.
- ii) The modification, substitution, or withdrawal notice shall be prepared, sealed, marked, and delivered with the envelopes being additionally marked "MODIFICATION", "SUBSTITUTION" or "WITHDRAWAL", as appropriate.
- iii) Any alteration / modification in the proposal or additional information or material supplied subsequent to the Proposal Due Date, unless the same has been expressly sought for by the Authority, shall be disregarded.

## **13. Payment Terms:**

The payment shall be made against the services provided by firm as per the nature of work, subject to the following terms and conditions:

- i) No advance payment will be made under any circumstances.
- ii) All incidental expenditure for carrying out the job/works is to be borne by the selected Firm.
- iii) 40% payment shall be made in 4(four) equal instalments on submission of Quarterly Accounts and Statement as required up to the satisfaction of the Management of the TSECL.
- iv) 30% payment shall be made after approval of Annual Accounts by the Management of TSECL on submission of Statutory Auditors.
- v) 20% payment shall be made after completion of Statutory Audit.
- vi) Balance 10% of the contract price on completion of Supplementary Audit by C & AG.
- vii) No upward price variation would be allowed during the contract period.

- viii) Any increase on the part of statutory tax rates during the contract period will be borne by TSECL.
- ix) TDS under Income Tax will be deducted at applicable rates.
- x) TSECL reserves the right to deduct any amount from the Bill/Invoice as may be considered, reasonable for unsatisfactory services or delay in providing of services. The decision of TSECL will be the final and binding in this regard.
- xi) The selected Firm will raise the Bill/Invoice in duplicate indicating with TSECL's GST Number 16AACCT2964M1ZY on fully satisfactory completion of assignment/work.
- xii) TSECL shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties. Payments will be made through RTGS / NEFT after deducting TDS, as per the rules of the Government and as applicable from time to time. The Successful firm should provide his/her bank details duly signed by authorized signatories (Bank Authority & the bidder) along with the copy of cancelled Cheque.

#### **14. ACCEPTANCE & WITHDRAWALS:**

The right of final acceptance of the tender is entirely vested with TSECL, who reserves the right to accept or reject any or all of the tenders in full or in parts without assigning any reason whatsoever. There is no obligation on the part of TSECL to communicate with rejected bidders. After acceptance of the tender by TSECL, the Bidder shall have no right to withdraw his tender, or claim higher price.

#### **15. NOTIFICATION OF AWARD:**

The Bidder, whose Bid has been accepted shall be notified of the award by the TSECL, by registered letter, fax or by official mail. The Bidder shall acknowledge in writing, the receipt of the Letter of Acceptance and shall send his acceptance to enter into the Contract within 3 days from the receipt of the Letter of Acceptance (LoA).

#### **16. AUTHENTICATION OF BID:**

The original copies of the EOI Document shall be signed by a person or persons duly authorized to bind the Bidder to the Contract. The person or persons signing the Bid

Document shall initial all pages of the Bid Document, including pages where entries or amendments have been made along with Company Seal. These documents at large will be scanned and attached with bid application before close of date and time.

#### **17. PERIOD OF CONTRACT:**

The Contract will be initially for a period of one year from the date of award which is further extendable up to another two more years with solely discretion of TSECL subject to continuous & satisfactory performance of the Contractor. However, in case of failure or breach of any/ all terms and conditions of the Contract by the Agency/Party, TSECL shall have the right to terminate the Contract forthwith in addition to forfeiting the security amount deposited by the Contractor and initiating administrative actions for black listing etc. solely at the discretion of the competent authority of TSECL. However, in case of extension of Contract to any subsequent periods (or for such period(s) less than that as it may deem necessary to be decided by TSECL, a written mutual consent will be necessary in the line of accepting the same rate and terms and conditions of the said bid.

#### **18. TENDER EVALUATION PROCESS:**

- i) TSECL will constitute the Tender Evaluation Committee. This committee will evaluate the EOI Documents submitted by the Bidders.
- ii) The decision of the Evaluation Committee in the evaluation of the Technical and Commercial bids shall be final and binding on all the parties.
- iii) The prospective bidders may note that only on fulfilment of above technical eligibility criteria, qualification and experience, the bid may be considered for evaluation. In-case of non-fulfilment of any pre-qualification criteria, bids of respective bidder shall be rejected.
- iv) The bidder, who will meet the technical eligibility criteria (eligibility criteria, experience and qualification) tabulated above in Technical Evaluation Process shall be considered for empanelment and then, the selection will be on the lowest price quote basis.
- v) **In case of tie, in Price quote-**
  - (a) Firm of Chartered Accountants with having longer experience shall be given preference based on the year of registration.

- (b) Firm with a higher number of Fellow or Associate Members of the Institute of Chartered Accountants as partners shall be given preference.

**19. Compliances / Declarations /Certificates by firm(s) on appointment:**

- i) The Chartered Accountantfirm shall work in strict confidence and shall ensure that the related data or information in respect of the operation/activities of the TSECL is dealt with strict confidentiality and secrecy.
- ii) The Chartered Accountantfirm nor its partner(s) or associates should have any interest in the business of this TSECL.
- iii) The Chartered Accountantfirm(s) shall be free from any disqualification under The Companies Act, 2013. In addition to this, the CharteredAccountant firm(s) must not be holding any assignment of Internal/ Statutory/ Cost Audit of TSECL.
- iv) The partners holding Certificate of Practice issued by Institute of Chartered Accountants of India are in whole time practice.
- v) The Chartered Accountant firm shall ensure that data given to them by the Organisation and any information generated from the data provided shall not be usedfor any other purpose.

**20. Settlement of Disputes:**

In case of any dispute or difference arising out of or in connection with any of the terms and conditions to this Notice/Engagement, in the first instance, the parties shall try to resolve the same by mutual discussion, failing which the same shall be referred to the sole arbitrator to be appointed mutually by the parties. The Arbitration and Conciliation Act, 1996 and any statutory modifications or re-enactment thereof, shall apply to these arbitration proceedings. Arbitration proceedings shall be held at Agartala and the language of the arbitration proceedings shall be in English. The arbitral ward shall be in writing and shall state the reason therefore. Subject to the arbitration clause as mentioned above, the courts at Agartala shall have the exclusive jurisdiction to try any suit in the matter.

**Director (Finance)**  
**Tripura State Electricity Corporation Ltd**

## **Annexure-I**

### **Format of Covering Letter**

**(To be submitted on Firm's/Proprietorship/Individual letter Head)**

To

The Director (Finance),  
TRIPURA STATE ELECTRICITY CORPORATION LTD  
Corporate Office (Bidyut Bhavan),  
North Banamalipur, Tripura(W)  
AGARTALA-799001

**Sub:** Appointment for Preparation and Compilation of Accounts of TSECL for the FY 2023-24.

Dear Sir,

We enclose herewith the particulars and details of the firms, in connection with above assignment.

We also state as follows:

- a. We hereby declare that all the information and statements made in this Proposal are true and accept that any misstatement contained in it may lead to our disqualification.
- b. The prices quoted by us in the Financial Proposal is firm. We confirm that this proposal will remain binding upon us.
- c. Prices have been arrived independently without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any competitor.
- d. We agree to bear all costs incurred by us in connection with preparation and submission of the proposal and to bear any further pre-contract costs.
- e. We understand that TSECL is not bound to accept the lowest or any proposal or to give any reason for award or for the rejection of any proposal.

Date:

Place:

(Signature of the authorized  
person Name along with seal of the  
firm:

**Annexure-II**

**Technical Bid Form**  
**(To be submitted on Firm's letter Head)**  
**xxx**

Sr. No.	Criterion	Particulars of Firm's strength and capacity	Information to be shared/certified documents to be attached
01	The firm/ Agency should be based at North East and Eastern Part of India (Submit Supporting Document regarding address) and (Certificate of practice from the ICAI)	Name of the Firm/Agency	
02		Name and address of the Chartered Accountsof the Firm/Agency employed with the firm	
03		Name of the Authorized Person, who may sign on the EOI documents	
04		Name of proposed overall In-charge for the Assignment (Partner/Prop.) (FCA/ACA)	
05		Corresponding Postal Address (main corporate business or branch) of firm/agency	
06		Telephone No.	
07		Mobile No.	
08		Fax No.	
09		E-mail id	
10		Website	
11		Whether Agency has its business/Corporate office is based at Tripura (Submit supporting document regarding address)	Yes/No
12		Accepted the terms and conditions of the said Expression of Interest Notice as token of acceptance.	Yes/No
13		Brief Resume of the firm	Attached/Not
14	The firm should be in operation for at least 10(ten) years after its registration	Year & Month of establishment of firm/agency/starting of operation (attach a self-attested copy thereof)	
15	(attach a self-attested copy thereof)	<b>Compulsory Conditions:</b> State for existence/operation for a minimum period of five years or more before the date of submission of EOI.	
16		<b>Legal Status:</b> Please specify as to whether Agency is a sole proprietorship or partnership firm or company (Pvt. Or Public) or any other form etc.	



17		Whether Agency or any other entity with which any of its Director / Partner or proprietor etc. are/have been associated or any Director/Partner etc had ever been convicted for any offence by any court of Law at any point of time. Give details, if any.	Yes/No
18		Whether Agency and or its Directors/partners etc. are black listed/debarred/delisted by any Government Department/ Organization as on date.	Yes/No
19	Registration with valid	Valid Registration Certificates issued by ICAI/CAI Registration Number--	
20	Authority (Submit Proof of	Permanent Account No. (PAN) of Firm/Agency (attach a self-attested copy thereof)	
21	supporting	GST Registration No.	
22	document)	Last three years of ITR Return form	Attached or Not
23	Average Annual Income of the firm for the last 3(three) years ending on 31st March, 2022, must be equal or to greater than 25 lakhs.	<b>Compulsory Conditions:</b> Average Annual Income/Turn-Over (i.e., Average Gross Professional Fees received/earned) in last three years at least 1 crore or more. For the purpose of ascertaining parameter of Turnover of the bidder, average annual turnover for last three financial years (2019-20, 2020-21 and 2021-22) shall be considered. (Refer to <b>Appendix-C</b> )	Attached or Not
24	Details Bank Instrument to be attached with Technical Bid	Details of Earnest Money Deposit (EMD) of Rs.25,000 /- (Enclose Hard copy of Demand Draft)	Draft No.:
			Date:
			Issuing Bank:
			Branch:
			Amount:
25		Bank Details of the Firm	Account Number
			Bank Name
			Branch address
			IFSC Code
26	Experience Certificate	Details of minimum 5(five) years of past Experience/exposures of the Applicant Agency/Firm for preparation and Compilation of Accounts. (Attach Experience Certificate/supporting documents issued by various government/PSUS/ABs). (Attach the copies) ( <b>Appendix-B</b> )	Attached or not

This is to certify that I/We before signing this bid have carefully read the contents of the EOI Document and fully understood all the terms and conditions contained therein and undertake myself/ourselves to abide by the same.

I/We hereby declare that the information/facts provided is true, correct and to best of my/our knowledge and belief.

In case any information/facts found to be incorrect, misleading or factually wrong, TSECL is empowered to take any decision/action, as deemed fit.

**Note:** Please strike out **Not Applicable (N/A)**, against those particulars does not relate, while filling up the above column.

Date:

Place:

Signature of Bidder Name of Bidder

Designation:

Seal of Bidder

### Annexure-III

#### Information required to be filled up by the Firms for evaluation Criteria

(To be submitted in Firm's own letter head)

EOI No.F.13(37) TSECL/FIN/2006

Dated ..... '2023

Sl. No.	Selection Criteria	Indicate Experience/ other measures
01	Number of partners in the firm for not less than 03 year as on the last date of submitting EOI. (The partners must be holding Certificate of Practice issued by the Institute of Chartered Accounts of India and should be in whole time practice.)	As per <b>Appendix 'A'</b>
02	Details of Firm's experience of practice/service (number of Accounts Compilation work completed in various Department/Offices of Central Government/State Government, /PSUs/, ABs from F.Y. 2019-20 to 2021-22(PSUS concern should have minimum net fixed asset (tangible and intangible) of Rs. 500 crore or above in the relevant year. (Exposure/Experience)	As per <b>Appendix 'B'</b>
03	Firm's Annual Income/Turn-over	As per <b>Appendix 'C'</b>

**Note: -**

1) Documentary evidences of all the information as stated above are to be furnished along with the offer.

2) All the pages of offers and documents to be attached are to be signed by the partner/owner of the firm along with seal of the firm.

Declaration: - I, \_\_\_\_\_ Partner / owner of the Firm \_\_\_\_\_, hereby declare that the above information furnished is true & correct to the best of my knowledge and I will abide by the Terms & Conditions set by the company for the appointment for preparation and compilation of accounts.

Date:

Place: Signature and seal of the firm

## **Appendix A**

### **Details of the Partner (Member) of the Firm/Agency:**

Sl. No.	Name of Partner	Designation	Date of joining as a Partner	Membership No.	Status (FCA/ACA)	Date of Issue of Certificate of Practice	Remarks
01							
02							
03							
04							
05							
06							

**Note:** Furnish the self-attested copy of the documentary evidence in support of the information provided above, if required; add/append an extra page in this format.

Date:

Place:

(Signature of the authorized person  
Name along with seal of the firm:

**Appendix B**

**Details of Firm's experience of Services (Number of Accounts Compilation in Central/State Govt. Agencies/PSUs/ABs during last 3 (three) years ending the financial year 2021-22.**

Sl. No.	Name of Govt. Organization along with Address (Central/State/PSUs/ABs)	Name of the Assignment/ Work	Duration of the Assignment (Start & End date)	F.Y. for which Physical Verification Audit Conducted and Nature of the Assignment/ Work	Net Fixed Assets (Tangible) & Inventory base of concerned organizations (Rs. in crore)	Remarks, if any
01						
02						
03						
04						
05						

**Note:** Furnish the self-attested copy of the documentary evidence in support of the information provided above, if required, add/append an extra page in this format.

Date:

Place:

(Signature of the authorized person  
Name along with seal of the firm:

## Appendix C:

### Details of Firm's Professional Income (Gross Professional Fees earned)

Sl. No.	Particular	Financial Year 2019-20	Financial Year 2020-21	Financial Year 2021-22	Average Annual Income
01	Annual Income* (Rs. in lakh)				

Note: \* Furnish of the Audited Accounts (certified Balance Sheet plus Profit & Loss Accounts) along with the acknowledgement of Income Tax Return for all 3(three) years.

Date:

Place:

(Signature of the authorized person  
Name along with seal of the firm:

**Annexure: IV**

**TENDER ACCEPTANCE LETTER  
(To be given on Company Letter Head)**

The Director (Finance)  
TRIPURA STATE ELECTRICITY CORPORATION LTD  
Corporate Office (Bidyut Bhavan),  
North Banamalipur, Tripura(W)  
AGARTALA-799001

Sub: Acceptance of Terms & Conditions of Tender.

EOI No.F.13(37) TSECL/FIN/2006

Dated.....'2023

Name of Tender / Work: - Appointment for Preparation and Compilation of Accounts of TSECL for the FY 2023-24.

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned „Tender/Work“ from the web site(s) namely:

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as per your advertisement, given in the above-mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. 1 to 26 (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation to have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason summarily reject the bid or terminate the contract, without prejudice.

Yours Faithfully,

Date: (Signature of the Bidder, with Official Seal)

Place:

**Annexure- V**

**FORMAT FOR POWER OF ATTORNEY FOR THE AUTHORISED SIGNATOR**

**(To be submitted in Firm's own letter head)**

EOI No.F.13(37) TSECL/FIN/2006

Dated.....'2023

The Director (Finance)  
TRIPURA STATE ELECTRICITY CORPORATION LTD  
Corporate Office (Bidyut Bhavan),  
North Banamalipur, Tripura(W)  
AGARTALA-799001

Sub: -Appointment for Preparation and Compilation of Accounts of TSECL for the FY 2023-24.

Dear Sir,

With reference to EOI Notice No.....dated .....2023 we hereby, authorize the following person as authorized signatory to carry out necessary bid formalities with TSECL with reference to this EOI and authorize to sign the bid documents and contract / agreement with TSECL.

Name of Contact Person

Specimen Signature

Thanking you,

Yours faithfully

Place:

Date:

(Signature with company's seal)

Name:

Designation:

Contact No.



## **ANNEXURE-VI**

### **UNDERTAKING (To be submitted in Firm's own letter head)**

- 1) I, the undersigned certify that I have gone through the terms and conditions mentioned in the EOI document and undertake to comply with them.
- 2) The rates quoted by me are valid and binding upon me for the entire period of contract.
- 3) I/We give the rights to the Competent Authority of TSECL to forfeit the EMD/Bid Security Money deposited by me/us, if any, delay on my/agent's part or fail to render the service.
- 4) I hereby undertake to render the services, as per directions given in the EOI notice/award letter within stipulated period.
- 5) Prices have been arrived independently without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any competitor.
- 6) We agree to bear all costs incurred by us in connection with preparation and submission of the proposal and to bear any further pre-contract costs.
- 7) I/WE further undertake to affirm to certify that the person(s)/team deployed for Preparation and Compilation of Accounts of TSECL will complete the assignment and they will not be removed from the desk till its completion and submission of final report.

(Signature of the Bidder)

Place:

Date:

Name of the Signatory:

Name of the Firm/agency

Seal of the Firm/Agency:

**Annexure-VII**

**Financial Bid/Price Bid**  
**(To submitted in Firm's own letter head)**

EOI No.F.13(37) TSECL/FIN/2006

Dated.....'2023

Sub: Appointment for Preparation and Compilation of Accounts of TSECL for the FY 2023-24.

Dear Sir

I/WE submit the **PRICE BID** for Preparation and Compilation of Accounts of TSECL.

I/WE thoroughly read and understood all the terms and conditions as contained in the EOI Documents, and agree to abide by them.

I/WE offer to undertake the Job at the following consolidated rates exclusively applicable GST.

Sl. No.	Particulars of work/assignment	Total Consolidated fees excluding applicable taxes in Rs.	
01	For Preparation and Compilation of Accounts of TSECL for the FY 2023-24	In Words (in Rs.) .....	In Figure (in Rs.) .....
02	Amount of Applicable Statutory Tax(Showing percentage)		
03	Total fees to be paid (Rs.)		

**Note:**

☐ The quoted fees should be inclusive of professional fees, travelling, food and other incidental expenses.

Place:

Date:

(Signature of the Authorized Person)

(Name of the Authorized Person)

(Designation with Firm's own seal)