

REQUEST FOR BID

GEM BID No. 01 of 2024 Date: 26.07.2024.

Office of the Managing Director, Jammu PowerDistribution Company Limited invites ebids as to the “Appointment/Empanelment of Chartered Accountant Firm for carrying out the Limited Review of JPDCL on a quarterly basis for the Fiscal Year 2024-25& 2025-26, which may be further extended for a period of 1 year based on satisfactory performance.”

Partnership Firms of Chartered Accountants, empaneled with CAG, having past experience and Certificate of Practice from the Institute of Chartered Accountants of India (ICAI) shall be eligible. Interested bidders may obtain further information from the Office of FA/CAO, JPDCL at JERC Building, B R Ambedkar (Panama) Chowk, Jammu – 180006, UT of J&K.

The gist of work and timeline for the Bid process is as under:

RFP Document No:	GEM BID 01 OF 2024 Dated: 26/07/2024
Department Name:	Office of the Managing Director, Jammu Power Distribution Company Limited
RFP Description:	Appointment/Empanelment of Chartered Accountant Firm for carrying out the Limited Review of JPDCL on a quarterly basis for the Fiscal Year 2024-25 & 2025-26, which may be further extended for a period of 1 year based on satisfactory performance.
RFP Bid Validity:	60 Days
Eligibility & Technical Criteria:	As per RFP document.
Bid Document availability:	RFP Document can be downloaded from GeM Portal from 27.07.2024 Time 1030 Hrs to 05.08.2024 Time 1200Hrs
Date of start of Bid submission and Last date for submission of Bid through e Portal.	From 27.07.2024 Time 1030 Hrs to 05.08.2024 Time 1200 Hrs
Last Date & Time for receipt of Bid:	05.08.2024 upto 1200 Hrs
Date & Time of Opening of Technical Bids:	05.08.2024 at 1530 Hrs
Place of submission of Bids:	GeM Portal
Place of Opening of Bids:	Office of FA/CAO, JPDCL at JERC Building, B R Ambedkar (Panama) Chowk, Jammu – 180006, UT of J&K
Contact Details of Issuing Authority:	Office of FA/CAO, JPDCL at JERC Building, B R Ambedkar (Panama) Chowk, Jammu – 180006, UT of J&K. Email – cao.jpdcl@gmail.com Mobile - 9419167127

The bids must be submitted at GeM portal. The Technical Bid will be opened online in the office chamber of FA/CAO, JPDCL at JERC Building, B R Ambedkar (Panama) Chowk, Jammu – 180006, UT of J&K in the presence of the bidders' or representatives who may choose to attend on the specified date and time.

No further discussion/ interface will be granted to bidders whose bids have been disqualified and this office reserves the right to accept or reject in part or full any or all the offers of bidder without assigning any reason whatsoever.

Sd/-
Pawan Kumar Sharma, JKAS
FA / CAO, JPDCL,
Jammu

Appointment/Empanelment of Chartered Accountant Firm for carrying out the Limited Review of JPDCL on a quarterly basis for the Fiscal Year 2024-25 & 2025-26, which may be further extended for a period of 1 year based on satisfactory performance.

INSTRUCTION to BIDDERS

GENERAL

JPDCL was incorporated in the year 2013 under the Companies Act, 2013. The Objective of the Corporation is to undertake the business of distribution of energy and allied activities etc.

JPDCL is required by the Ministry of Power, Government of India, to publish its duly reviewed interim financial statements on a quarterly basis.

OBJECTIVE

JPDCL intends to Tender Bids and engage the services of a Chartered Accountant firm to carry out the Limited Review of Quarterly Financial Statements, as per Generally Accepted Auditing Standards (GAAS).

SCOPE OF WORK

The Firm to be engaged will perform all audit and analysis and prepare necessary Audit reports to achieve satisfactorily the desired objective. The activities shall be carried out in due consultation with the office of the Financial Advisor / Chief Accounts Officer, JPDCL who shall act as the Liaison/Nodal officers for facilitating the assignment in accordance with the foregoing requirements, the Scope/ Terms of Reference.

ELIGIBILITY CRITERIA:

Partnership Firms of Chartered Accountants, empaneled with CAG, and with past experience and Certificate of Practice from the Institute of Chartered Accountants of India (ICAI) scoring a minimum of 50 Marks as per the Scoring Parameters shall be eligible.

SCORING PARAMETERS:

The Bidders would be evaluated on the following Parameters:

S No.	PARAMETERS	SCORING	SUPPORTING DOCUMENT TO BE FURNISHED
1	Completed years of Existence of CA Firm as on 31.03.2024	2 Mark for each year of existence, Max 20	ICAI Certificate
2	Average Turnover for last 3 years (20-21, 21-22 & 22-23)	2 Marks for every 5 lakhs of Turnover, Max 20.	Turnover Certificate from CA.
3	Number of Partners in CA Firm	3 Marks for Each Partner, Max 15	ICAI Certificate
4	Number of FCA Partners in CA Firm	3 Marks for Each FCA Partner, Max 9	ICAI Certificate

5	Number of DISA Partners in CA Firm	3 Marks for Each DISA Partner, Max 6	DISA Certificate
6	Head Office / Branch Office of the CA Firm	10 Marks for Jammu District	Electricity Bill / Bank Statement with Address
7	Number of Assignments in Power Companies / Corporations in last 10 years	2 Marks for Each Assignment, Max 20	Letter of Appointment issued by Government Departments / Corporations
TOTAL		100 Marks	

Bidders scoring a minimum of 50 Marks as per the Scoring Parameters shall be considered eligible for opening of Financial Bid.

SELECTION OF SUCCESSFUL BIDDER

The CA firm found eligible as per the Scoring Parameters and quoting the Lowest Fee (L1) shall be declared as the successful bidder. In case of tie for the Lowest Fee (L1), the successful bidder shall be selected among the L1 bidders in the following order of precedence:

- 1) Firm scoring the higher marks as per Scoring Parameters.
- 2) Firm having higher number of assignments of Power Sector in Government Departments / Corporations in last 10 years
- 3) Firm having the higher number of years of existence.
- 4) Firm having the higher average turnover of last 3 years.

PRICE BASIS AND PAYMENTS

The rates Quoted by the bidder shall be as per Annexure-I inclusive of all charges and taxes, except GST if applicable, to carry out the work for each Quarter and complete the assignment as per Scope of Work. The price basis shall be firm, with no escalation provision whatsoever for the 2 Financial Years from 2024-25 & 2025-26, or for the extended period of 1 more year.

The selected bidder shall not be paid anything over and above the quoted rates. The quoted rate shall be inclusive of all Travelling and Boarding charges towards execution of the assignment at the JPDCL office in Jammu.

Based on the payment made to the previous Audit Firm and in accordance with the Minimum Recommended Scale of Fees issued by the Institute of Chartered Accountants of India, an amount of Rs. 12,000/- shall be considered as the Minimum Fee for each Quarter of Limited Review as required to be notified by the Institute of Chartered Accountants of India. Bidders quoting less than this amount shall be disqualified as per norms of ICAI and their Bids shall be considered unsuccessful.

The scope of work shall also include any services, which are required for completion of the assignment but are not specifically mentioned in the Terms of Reference, in order to ensure completeness of deliverables.

The Payment of the quoted price shall be released on the submission of the Deliverables, including the Limited Review and the report thereon, on a Quarterly basis.

PERFORMANCE SECURITY

The Successful Bidder shall be required to enter into an agreement with JPDCL towards time bound completion of the assignment. Cost of Agreement shall have to be borne by the successful bidder. Performance Security in the form of Bank Guarantee / Term Deposit pledged to the Managing Director, JPDCL, equivalent to 10% of the aggregate Fee for all the 8 Quarters of the initial engagement period shall have to be furnished upon execution of the agreement. The Performance Security shall be released within 30 days of the successful acceptance of the Deliverables for the last Quarter of the engagement period.

COMPENSATION FOR DELAY

In the event of the Agency failing to adhere to the deliverables & timelines, JPDCL may without prejudice to any other right or remedy available may recover damages for breach of contract as follows:

- 1) An amount of 2% of the Quarterly fee shall be deducted for each week of delayed submission of the report at each instance.
- 2) The overall compensation for delay against delayed completion of work shall be limited to 10% of the total contract value.

OTHER TERMS OF APPOINTMENT

Confidentiality and Non-Disclosure:

The engaged firm shall maintain the confidentiality of the work being undertaken and shall not disclose any information to any other person other than the Authorized person at JPDCL Office;

The Firm shall ensure that the employees of his organization shall follow the policy of confidentiality and non-disclosure of information. The appointed bidder shall not subcontract the work to any other firm or organization but shall carry out the work itself; Consortium bids will not be allowed;

The appointed bidder shall commence the internal Audit work after the appointment procedure is completed by the Financial Advisor / Chief Accounts Officer, JPDCL.

The bidder shall provide the undertakings that it is not blacklisted and no investigation is pending in any forum or no litigations is pending against the firm in any court of law or quasi-judicial body for non-performance of contract satisfactory.

Submission of Limited Review Report:

The appointed bidder shall Collect information and conduct due diligence of records and finalize the methodology before the start of work. The work shall have to be undertaken at the JPDCL Office in Jammu.

The appointed bidder will be responsible for generating a draft review report and making detailed deliberations on the subject matter as may be required. The final deliverable Report shall be a Final Review Report, incorporating the change/modifications.

Deliverables and Timelines:

Post the date of the Letter of Award (LoA) to be issued by the MD, JPDCL, the Bidders shall be required to adhere to timelines and deliverables as per the following schedule:

Activity	Timeline
Review for Q1 of FY 2024-25	31 st August 2024
Review for each quarter after Q1 of FY 2024-25	30 days from the end of the quarter

SUBMISSION OF BID

Bids are to be submitted through GeM Portal on or before 05.08.2024 upto at 1200hrs.

BID OPENING AND EVALUATION OF PROPOSALS

The bids will be opened online at JPDCL Office in Jammu .The “Technical Bid” will be opened online on 05.08.2024 at 1530 hrs in Office of FA / CAO, JPDCL in the presence of the authorized representatives of the agencies, who wish to be present.

The assignment will be awarded to the eligible bidder as per the scoring parameter in accordance with the Selection Process elaborated above.

JPDCL shall have the right to award the assignment to any bidder (at the price which is L-1) at its own discretion, which shall be binding on the bidders.

MANDATORY DOCUMENTS BE SUBMITTED THROUGH GEM PORTAL:

- 1) Certificate of Empanelment with CAG.
- 2) Certificate of Institute of Chartered Accountants of India with details of offices and Partners in CA firm.
- 3) CA Certificate of Turnover for last 3 Financial Years (2020-21, 2021-22 & 2022-23)
- 4) DISA Certificate of Partners, if any.
- 5) Proof of Address of the Firm in Jammu Province, if present.
- 6) Letter of Appointments for Assignments in Power Sector of Government Departments / Corporations in the last 10 years (issued after 01.04.2014).
- 7) PAN of the Firm
- 8) GST Registration Certificate, if registered
- 9) Details of Bank Account of the Firm (Cancelled Cheque / Bank Statement)
- 10) Declaration for No Conflict of Interest (As per Annexure-II)

FINANCIAL BID PROPOSAL
(TO BE SUBMITTED ONLINE ONLY)

<u>S. No.</u>	<u>Particulars</u>	<u>Fee Payable for each quarter* (In INR)</u>
1	Carrying out the Quarterly Review of the Financial Statements of JPDCL for each of the 4 quarters of Financial Years(2024-25 to 2025-26) and extended period of 1 more year based on satisfactory performance.	

* Amount to be quoted as Fee for 1 Quarter inclusive of all expenses, charges and taxes, except for GST, if applicable.

DECLARATION FOR NO CONFLICT OF INTEREST

I, _____, in my capacity as _____, certify on behalf of _____ that as on date, no conflict of interest exists between the Partners of the firm or their immediate relatives with JPDCL or the parent department of JPDCL with respect to the nature of work we (CA Firm) are applying for and that during the assignment we will not undertake any assignment/work/job which may affect the interest of JPDCL.

Signature

Name

Designation

Stamp

Date

Place