



Himachal Pradesh Power Corporation Limited
(A State Government Undertaking)
Regd. Office: Himfed Building, BCS, New Shimla.
Ph. No: 0177-2671589 Website: www.hppcl.in
(CIN: U40101HP2006SGC030591)

**EXPRESSION OF INTEREST (EOI) FOR ENGAGEMENT/ EMPANELMENT OF CHARTERED
ACCOUNTANT FIRMS FOR DRAWING OF FINANCIAL STATEMENTS / ANNUAL
ACCOUNTS FOR THE FINANCIAL YEAR 2023-24 & 2024-25**

Himachal Pradesh Power Corporation Limited (HPPCL) invites Expression of Interest from eligible CA Firms for engagement /empanelment for Drawing of financial statements / Annual accounts for the financial year 2023-24 & 2024-25. For detailed Terms & Conditions, Scope of Work, Eligibility Criteria and Fee payable etc. **Annexure "A" to "F"** be referred by logging in to HPPCL Website: www.hppcl.in.

Interested and eligible CA firms may submit their applications as per **Annexure – "F"** in prescribed format in separateenvelops super scribing **"ENGAGEMENT/ EMPANELMENT OF CHARTERED ACCOUNTANT FIRMS FOR DRAWING OF FINANCIAL STATEMENTS / ANNUAL ACCOUNTS FOR THE FINANCIAL YEAR 2023-24 & 2024-25"**, to the undersigned, latest by 11-09 (Sept) 2024, by 01:00 P.M. and shall be opened on same date i.e. on 11th September 2024 at 3:00 P.M. in the chamber of A.G.M.(Fin.), HPPCL, BCS, New Shimla-9. Management reserves the right to cancel the EOI at any time, without assigning any reasons. Further, the representatives must carry the authorization letter from the participating firm on their letter head please.


Director (Finance)

Terms and Conditions for Drawing of Financial Statements for the FY 2023-24 and FY 2024-25

Annexure-“A”

Introduction:

Himachal Pradesh Power Corporation Limited (HPPCL) was incorporated in December, 2006 under the Companies Act 1956, with the objective to plan, promote and organize the development of power generation on behalf of Government of Himachal Pradesh (GoHP). GoHP has allotted 15 Hydro power projects and 37 Solar Power Projects with aggregate installed capacity of 2778 MW and 500 MW respectively for development under state sector to Himachal Pradesh Power Corporation Ltd. (HPPCL). Out of these 276 MW of Hydro Power Projects and 37 MW of Solar Power Projects are in successful operation and work is in progress on Hydro Power Projects aggregating to 668 MW and on Solar Power Projects aggregating to 15 MW.

HPPCL is actively in process of identifying suitable locations for setting up of aggregate 500MW of Solar Capacity by March 2025. HPPCL is also working on implementation of Green Hydrogen Project (on pilot basis) of 1MW capacity and two no's of Compressed Bio Gas Plant of 2 ton per day capacity and Geo Thermal energy.

SCOPE OF WORK:

For achieving an excellence in accounting principles in compliance of the accepted Accounting Standards and physical targets linked to the budgetary allocations, the Management of a Company wants to have an effective control over the financial as well as non- financial functioning of the company. The system of period end closing is the best tool for the purpose. Therefore, the following areas have been identified to cover in the scope of Drawing of Financial Statements of HPPCL:-

Drawing of Annual Accounts of the Company, as per Ind. AS, as applicable:

Appointed Firm will draw and submit the Annual Accounts strictly as per Ind AS as per their applicability in HPPCL, complete in all respects in Hard as well as Soft copies both in lakhs and in absolute figures. The Financial Statements/ Annual Accounts both Standalone & Consolidated, shall cover Balance Sheet and Profit and Loss Accounts, Cash Flow Statements, along with associated statements, all the schedules/sub schedules and Notes on accounts, ratio analysis, financial analysis, Preparation of Program Financial Statements required under World Bank assisted

H.P. Power Sector Development Program as per prescribed format(s) and any other working schedules complete in all respects, to the satisfaction of the Management and further submission to the Statutory Auditors for audit and further submitting their report. Further, the Comparative Project-wise Balance Sheets, Profit & Loss, Cash Flow Statements, Schedules & sub-schedules along with ratio analysis and other financial analysis of all the projects (Hydro, Solar etc.) are to be drawn and submitted to the Management in hard as well as soft copies both in lakh and in absolute figures.

The Appointed firm will submit the draft of Financial Statements at least 10 days before the final submission date of Financial Statements, so that corrections wherever necessary, could be done within specified period and further avoiding any delay in submission of final Financial Statements.

Further, the appointed firm will also provide the provisional Financial Statements for the purpose of Tax Audit and for filing of Income Tax Return (ITR) for the F.Y 2023-24 well before 15th September, 2024.

The Effective communication of information in financial statements, as per Ind AS will help us in following manner:-

- Providing relevant information that represents the entity's assets, liabilities, equity, income and expenses; and
- Information that is not covered in the Financial statements shall be given in Notes to Accounts including drawing of tables etc.
- Requiring information that is comparable, both from period to period and in a single reporting period across units/ projects.

Selection criteria/Evaluation:

1. The selection of the Balance Sheet preparation firm shall be as per criteria indicated in Annexure-“E”. The firm securing maximum marks will be selected. In case of tie in overall evaluation as per selection criteria to select L1, preference will be given as per the following order:-

- (a) Firm having comparatively more experience of Drawing of Financial Statements in ERP (SAP) software shall be given **1st preference**.
- (b) Firm having more experience in Drawing of Financial Statements of Govt. Companies (Central/ State) shall be given **2nd preference**.

Code of ethics for Balance Sheet Preparation Team :

The Balance Sheet preparation team should keep themselves away from illegal practice/ dishonest arrangements.

1. The Balance Sheet preparation team shall have an obligation to work objectively and diligently while performing his/her duties.
2. The Balance Sheet preparation team shall not accept any gifts or hospitality from any employee, contractor, supplier business associate of HPPCL.
3. None of the staff of Balance Sheet preparation team would direct or supervise the activities of any department of HPPCL, except where such activities are a part of their process.
4. The Balance Sheet preparation team should always be headed by Chartered Accountant(s) (who may be a partner) and also consists of at least 5 no. of qualified/ semi-qualified assistants of the firm.
5. The team will complete its task in one go without any break in meanwhile.
6. The team will also render all kind of assistance for rectification of accounting entries, if required during the process of preparation of Financial Statements.



Other Terms & Conditions:

- (a) The Balance Sheet preparation team should have good working knowledge of **Ind AS** and invariably apply these to the Corporation, where applicable
- (b) The relevant disclosure/ information should be discussed with Head of Finance/ Director (Finance) during preparation of Financial Statements and timely corrective measures actions may be taken in this regard.
- (c) The firm shall not disclose the data i.e. physical, documented management systems etc. to any third party including their internal department. For this a Non-disclosure agreement will be signed.
- (d) Out of pocket expenses i.e. TA/DA etc. shall be reimbursed to the partners of the CA firm, under HPPCL/H.P. Govt. rules at the rates at par with the entitlement of DGM level executive (E-7) and to its audit assistants at the rates at par with Finance Officer level executive (E-2) of the Corporation. The CA firm has to make its own arrangements for stay and expenses incurred will be reimbursed on the basis of stay certificate issued by Head of Finance as per entitlement as defined above after production of bills/invoices. It is further clarified that the CA firm will make their own arrangements for transport/ conveyance for any movement during the course of Preparation of Annual Accounts.
- (e) **Bid security:** The firm has to deposit EMD/ Bid security amounting Rs.7, 000/- (Seven Thousand only) along with the application form in the shape of Bank Demand Draft in favour of Himachal Pradesh Power Corporation Limited.
- (f) **Performance Security:** Firm has to deposit Performance Security of Rs. 15,000/- (Fifteen Thousand only) in the shape of a Bank Demand Draft. In case the performance of the firm is found satisfactory, then DD shall be valid & released after one month from date of submission of Statutory Audit Report of the respective year.
- (g) The firm will be required to comply with the instructions of HPPCL issued from time to time.
- (h) Firm to whom the work awarded shall not sub contract the work to any other parties either in part or full.
- (i) The firm shall not be entitled to claim any additional amount for any reason whatsoever for the above assignment.
- (j) In case of any dispute, the decision of HPPCL Management shall be final and binding on the firm.
- (k) The team shall scrutinize the Trial balances of all the projects/units along with Corporate Office & Design wing Sundernagar so that any flaw/ defect could be removed before

preparation of Financial Statements.

- (l) The terms and conditions enumerated in this document can be modified at any time by HPPCL at its sole discretion.
- (m) **Disclaimer:** HPPCL reserves the right to cancel the assignment at any stage without assigning any reason, hereby incurring any liability to the Firm concerned or any obligation to inform the Firm concerned of the grounds, for the Corporation's action.
- (n) **Jurisdiction of courts:** Any dispute arising out of or in respect of the contract will be subject to the jurisdiction of High Court of H.P. Shimla only.

The Time Frame for preparation of Annual Accounts

The tenure of appointment shall be at the sole discretion of the Company. The tenure for appointment shall be initially for one year. However, the same may be extended for another year based on the satisfactory performance of previous year.

- 1) The Balance Sheet /Financial Statements preparation shall be conducted as per the schedule given hereunder:

F.Y	Last date for submission of Financial Statements duly completed in all respects
2023-24	31st October, 2024
2024-25	25th July,2025

- 2) Financial Statements/ Annual Accounts both Standalone & Consolidated, covering Balance Sheet and Profit and Loss Accounts, Cash Flow Statements, along with associated statements, all the schedules/sub schedules and Notes on accounts, ratio analysis, financial analysis, Preparation of Program Financial Statements required under World Bank assisted H.P. Power Sector Development Program as per prescribed format(s) and any other working schedules complete in all respects, to the satisfaction of the Management and further submission to the Statutory Auditors for audit and further submitting their report. Further, the Comparative Project-wise Balance Sheets, Profit & Loss, Cash Flow Statements, Schedules & sub-schedules along with ratio analysis and other financial analysis of all the projects (Hydro, Solar etc.) as specified in the scope of work must be finalized and submitted to the management by 31st October, 2024 for F.Y. 2023-24 and 25th July, 2025 for F.Y. 2024-25. The firm will also share/provide all the workings related with preparation and finalization of Financial Statements/Annual Accounts.

Further, the observations of the Statutory Auditor pertaining to preparation of Financial Statements shall be shared for furnishing the effective replies in a time bound manner so that same could be settled.

Fee structure for preparation of Annual Accounts

For drawing Financial Statements/ Annual Accounts as specified and defined in Annexure ‘A’ in the Scope of Work, fee of Rs. 1.50 Lacs, plus taxes, as applicable, (for each financial year) shall be paid.

Schedule/Terms of payment:

The payments to firm shall be released as under:

1. 50% of the Fee payable shall be paid after the Financial Statements/ Annual Accounts both Standalone & Consolidated, covering Balance Sheet and Profit and Loss Accounts, Cash Flow Statements, along with associated statements, all the schedules/sub schedules and Notes on accounts, ratio analysis, financial analysis, Preparation of Program Financial Statements required under World Bank assisted H.P. Power Sector Development Program as per format (s) and any other working schedules complete in all respects, to the satisfaction of the Management and further submission to the Statutory Auditors for audit and further submitting their report. Further, the Comparative Project-wise Balance Sheets, Profit & Loss, Cash Flow Statements, Schedules & sub-schedules along with ratio analysis and other financial analysis of all the projects (Hydro, Solar etc.) as specified in the scope of work must be finalized and submitted to the management and further approved in the BoD.

2. Remaining 50% of the Fee payable shall be released on the receipt of final Statutory Audit report on the Financial Statements / Annual Accounts both, Standalone & Consolidated and Project wise, for the year under consideration.

Eligibility Criteria:

1. The CA firm should have minimum Five Partners.
2. The CA Firm should have minimum Rs.25 Lakh average Annual Turnover in the last three financial years.
3. The CA Firm should have minimum experience of 5 years of drawing Financial Statements/ Annual Accounts in ERP-SAP environment.
4. The CA firm should have minimum experience of at least 5 years in drawing Financial Statements/ Annual Accounts of PSUs/ Govt. Companies (Central/State).
5. The CA firm who do not possess any of the above will be considered as disqualified.

-Sd-
AGM (Finance)

**“Appointment of CA firm for drawing Financial Statements/ Annual Accounts for the F.Y.
2023-24 and 2024-25”**

Annexure-“F”

The following information to be furnished by interesting CA firms on their Letter Head:-

1. Name of the Firm.
2. Registration No. & details of registration with CAG Office, (if any) with supporting from ICAI website.
3. Copy of PAN Card.
4. Copy of GST Registration.
5. Address of the Head Office as well as Branch Offices (if any) with supporting from ICAI website.
6. Contact No. of the CA firm (Landline and Mobile).
7. Details of partners along with their Membership No’s, and experience in years (supporting from ICAI website).
8. Details of total staff strength of the firm i.e. No. of Assistants- Qualified/ Semi-qualified.
9. Minimum average Annual Turnover in the last three financial years shall be Rs.25 Lakh along with supporting documents.
10. Details of having experience of working in ERP-SAP along with its certification from the respective organization(s).
11. Details of having experience in drawing of Financial Statements / Annual Accounts of Companies along with certification of such works from concerned organization(s).

Declaration:

1. We confirm that the information furnished herein is correct and fair in all respects and we have the necessary documentary proof to substantiate the same. It is further confirmed that in case any of the contents contained herein are found to be incorrect, Himachal Pradesh Power Corporation Ltd. is free to initiate any appropriate action against us.
2. We further declare that there have been no adverse comments/ qualification on our performance, till date.

**Partner (Signature)
Name & Membership No.**

Date: