



M. P. POWER GENERATING CO. LTD.

BLOCK No.9, SHAKTI BHAWAN, VIDYUT NAGAR: RAMPUR

JABALPUR- 482008

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No. CE(HR & A)/MPPGCL/Enq- 230 / 4981

Date: 03/10/2024

To,

Sub: Converting of Financial Statements (both Standalone & Consolidated) and other documents in Extensible Business Reporting Language (XBRL) as per Ind AS Taxonomy along with Form CSR-2 and filing with the Registrar of Companies (ROC), Madhya Pradesh in e-form AOC-4 XBRL & Form CSR-2 for the Financial Year 2023-24 of MPPGCL.

Dear Sirs,

Sealed quotations are invited from Individual Practicing Company Secretary / Practicing Chartered Accountant or Firm of such Practicing Company Secretaries / Firms of Chartered Accountants for preparing & filing of Financial Statements (both Standalone & Consolidated) and other documents in Extensible Business Reporting Language (XBRL) as per Ind AS Taxonomy with the Registrar of Companies (ROC), Madhya Pradesh in e-form AOC-4 XBRL & Form CSR-2 for the Financial Year 2023-24 of MPPGCL as per schedule and subject to terms and conditions detailed as shown hereunder:-

1. PRE QUALIFICATION REQUIREMENT (PQR):- The Participating bidders shall be Individual Practicing Company Secretary / Practicing Chartered Accountant or Firm of such Company Secretaries or Chartered Accountants conversant in converting of Financial Statements & other documents in XBRL mode as per Ind AS Taxonomy and Filing of Form AOC-4 XBRL & Form CSR-2 with Registrar of Companies.

2. TWO ENVELOPE ENQUIRY:- This enquiry is two envelope enquiry i.e. one big outer envelope shall contain two small/inner envelopes. One small envelope for supporting document of PQR with acceptance of terms & conditions of the enquiry & another envelope for price schedule.

- a) Following must be super scribed on outer/big envelop:-
"Offer against Enquiry No. CE(HR&A)/MPPGCL/Enq/ 230 / 4981 dtd. 03/10/2024 due on dtd. 03/10/2024 –Contains two inner envelopes:- 1. One for PQR & 2. Second for Price Schedule."
- b) First inner / small envelope shall contain the supporting documents for PQR i.e. Individual bidder should submit their self attested Certificate of Membership No. & Certificate of Practice and in case of Firm, self attested Certificate of Firm's Registration No.. This envelope shall also contain document for acceptance of terms & conditions of the enquiry. This envelop must be super scribed **"PQR Documents against enquiry No. CE(HR&A)/MPPGCL/Enq- 230 / 4981 dtd. 03/10/2024 due on dtd. 24/10/2024"**.
- c) Another small envelope shall contain the Price Schedule (annexure-I) & **"Price Shedule against enquiry No. CE(HR&A)/MPPGCL/Enq- 230 / 4981 dtd. 03/10/2024 due on dtd. 24/10/2024"** must be super scribed on this envelop.
- d) **Firstly, envelope containing the PQR documents shall be opened & if firm qualifies for the enquiry, then only price bid of that firm shall be opened.**

3. DUE DATE & TIME FOR RECEIPT/ OPENING OF OFFER:-

- (a). Sealed offers shall be accepted up to 03.00 PM of 24/10 /2024.
- (b). Offers received on or before due date i.e. 24/10/2024 shall be opened on same day at 3.30 pm.

In case, if any holiday falls on the due date of receipt & opening of the offer, both shall be considered extended to next working day with the same time.

4. MODE OF SUBMISSION OF OFFERS:- The offer may be sent by post or handed over to the O/o C.E.(HR&A), MPPGCL, Jabalpur on or before due date & time of receipt of offer. In case offer sent by post the same shall be addressed to O/o CE(HR&A), MPPGCL, Block No. 9, First Floor, Shakti Bhawan, Rampur, Jabalpur, 482008 so as to reach before due date of receipt of offer.

Offers received after 03.00 PM on the due date shall not be opened and shall be retained in the office. The company shall not be responsible for any delay in receipt of offer by post whatsoever may be the reason.

Bidders should clearly note that "**Offer against Enquiry No. CE(HR&A)/MPPGCL/Enq- 230 / 4981 dtd. 03/10/2024 due on dtd. 24/10/2024–Contains two inner envelops:- 1. One for PQR & 2. Second for Price Schedule**" must be strictly super scribed on outer/big envelop.

5. SCOPE OF WORK:-

(a). The company forms will be filled from the selected Firm's office and correspondences will be done through email.

(b). After receiving all the data, documents and Papers (both hard and soft copy) from the company , the firm will provide the PDF XBRL converted file (both Standalone & consolidated Financial Statements) & other Documents as per Ind AS Taxonomy within 12 working days for checking and verification by the company. After getting the final confirmation from the company, Form AOC-4 XBRL & Form CSR-2 will be filed by the firm within 3 working days. The time period for obtaining all requisite documents from the Company should not be counted for the aforesaid time period.

6. PRICES:- The price quoted should be FIRM for preparing & filing of Documents and Forms (both standalone & consolidated) of MPPGCL in Extensible Business Reporting Language (XBRL) with the Registrar of Companies in e-form AOC-4 XBRL & Form CSR-2 for the financial year 2023-24. The break up of the prices including all taxes and duties applicable should be indicated. The OWNER will not require paying and/or reimbursing anything over and above the price quoted. ***The selection of the firm shall be done considering the overall lowest offer. ROC Challan of e-form AOC-4 XBRL & Form CSR-2 for FY: 2023-24 to be paid by the Company at actual basis.***

7. EVALUATION OF BID:-.

In the First instance, for the Subject work the Firm should be selected on lowest offer basis (L1 bidder).

Evaluation criterion of the tender would be as under in case participating firms quote same price:-

(i) **First Criteria (experience):-** If price quoted by the Firms are equal, then, experience criteria shall be considered, i.e. Firm having maximum No. of XBRL conversion assignments of Financial Statements in previous financial year will be preferred. (Letter of appointments /Copy of the Order in the name of the Firm or its Partners to be provided).

(ii) Second Criteria (Strength of the Firm):- If there is a tie in the First Criteria also, then No. of Partners in the Firm as per Firm Card as on 01 April 2024 to be considered.

8. VALIDITY OF THE OFFER: The offer shall be kept valid for a period of 90 days (Ninty days) from the date of opening of quotation.

9. TIME DURATION:- After receiving all the data, documents and paper (both in hard and soft copy) from the Company Secretary, the firm will provide the PDF XBRL converted file (both standalone and Consolidated Financial Statements) & other documents within **Ten (12) working days** for checking and verification by the company. After getting the final confirmation from the company, Form AOC-4 XBRL & Form CSR-2 will be filed by the firm within **Three (3) working days**. The time period for obtaining all requisite documents from the Company should not be counted for the aforesaid time period.. However early execution of work shall be preferred. The execution of work in schedule time will be the essence of the contract and has to be strictly adhered to.

10. OFFICER-IN-CHARGE:- The Company Secretary, O/o CE (HR&A), MPPGCL, Jabalpur shall be Officer-in-charge for aforesaid work.

11. PAYMENT: Subject to completion of all formalities as per the terms of the order, 100% value of order along with taxes/ duties will be paid ordinarily within 45 days or on turn as per queue whichever is later from the date of receipt of work completion Certificate issued by the Company Secretary, MPPGCL, Jabalpur. The company shall not be liable for any interest on delayed payment. The bills in triplicate shall be submitted for payment in the O/o Chief Engineer (HR&A), MPPGCL, Jabalpur. However, payment shall be released by payment releasing authority i.e. Sr. A.O.(COG&HS), MPPGCL Jabalpur.

12. PENALTY:- The completion period stipulated in "Time Duration" clause will be the essence of the order. In case of delay in executing the order the MPPGCL may be at its option recover from the supplier the sum @ ½% of the ordered value for each week or part thereof subject to maximum of 10%.

13. SECURITY DEPOSIT:- The firm shall be required to furnish 10% of ordered value towards security deposit in the form of unconditional bank guarantee/Banker's cheque/Demand draft/Fixed Deposit Receipt in favour of Sr. A.O. (COG & HS) MPPGCL, Jabalpur in order to cover faithful performance guarantee of the work. The same shall be released after satisfactorily work completion certificate issued by Company Secretary.

14. DISPUTE:- Any dispute / claims out of and/ or in respect of this order shall be settled at Jabalpur in any competent Court situated at Jabalpur only.

15. The quotation should be typed or written only and strictly as per the schedule enclosed. It should be clear and legible/ visible. Your rates should be according to the scope of work only. No alternative offer should be mentioned. The offer contrary to scope of work will not be considered. **The selection of the firm shall be done considering the overall lowest offer.**

16. Firm shall ensure that this assignment is carried out only through authorized officials of the firm. If it comes to our notice that the assignment has been carried out by any other firm/persons, the appointment is liable to be cancelled. All the liabilities towards employees engaged in preparing & filing of Documents and forms of MPPGCL in Extensible Business Reporting Language (XBRL) with the Registrar of Companies in e-form AOC-4 XBRL along with Form CSR-2 for the financial year 2023-24 during the tenure will be of the firm. MPPGCL will not be liable towards them in any case. Distribution of any information

pertaining to MPPGCL without prior written consent of Company Secretary of MPPGCL, Jabalpur shall be treated as breach of contract and shall be dealt accordingly.

The Company reserves the right to accept or reject any or all the offer without assigning any reason, it shall not be obligatory for the company and its officers to accept the lowest offer. The powers for acceptance of the offer will rest with the Company which is neither bound itself to accept the lowest nor any other offer or does it undertake to assign any reason for declining to consider any particular offer or offers. No correspondence shall be entertained on this account.

Encl: Price Schedule (Annexure I)

Yours' faithfully



(D.K. Kashyap)
Chief Engineer (HR&A)
MPPGCL: Jabalpur

Annexure-I

Price Schedule for Enquiry no. CE(HR&A)/MPPGCL/Enq.- 230 / 4981 Date: 03/10/2024

“Preparing & Filing of Financial Statements (both Standalone & Consolidated) and other documents in Extensible Business Reporting Language (XBRL) as per Ind AS Taxonomy with the Registrar of Companies (ROC), Madhya Pradesh in e-form AOC-4 XBRL & Form CSR-2 for the Financial Year 2023-24 of MPPGCL.”

Sr. No	Description	Price (Rs.)	GST @ 18% (Rs.)	Total Price Including taxes (Rs.)
1.	Price including the professional fee for filling of data and conversion into XBRL format of Financial Statements (Standalone) as per Ind AS Taxonomy including e-Form AOC-4 XBRL certification and uploading fee for filing of said form with MCA for the FY 2023-24.			
2.	Price including the professional fee for filling of data and conversion into XBRL format of Financial Statements (Consolidated) as per Ind AS Taxonomy including e-Form AOC-4 XBRL certification and uploading fee for filing of said form with MCA for the FY 2023-24.			
3.	Filing of Form CSR-2 for FY 2023-24			
	TOTAL			

Total amount in words ()

* ROC Challan of e-form AOC-4 XBRL FY 2023-24 & Form CSR-2 for FY 2023-24 to be paid by the MPPGCL at actual basis.

We accept all the terms & conditions of the Enquiry.

Seal & Sign of the firm