



**ASSAM POWER DISTRIBUTION COMPANY LTD.**

O/o the Chief General Manager (F&A), APDCL

Regd. Office. Bijulee Bhawan, 6<sup>th</sup> Floor, Paltan Bazar, Guwahati-781001, Assam

CIN: U40109AS2003SGC007242, GSTIN: 18AABCL1354J1ZJ

Web site: [www.apdcl.org](http://www.apdcl.org), E Mail: [cgm.fa@apdcl.org](mailto:cgm.fa@apdcl.org)

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No. APDCL/CGM(F&A)/VERIFICATION OF STORES/2026/23/19

DATE: 07.03.2026

**TENDER NOTICE No.2/26**

Online bids through E-tenders with a validity up to 180 days are hereby invited from **Professional Firms/ Chartered Accountant Firms/ Cost Accountant Firm/ LLPs** for conducting physical verification of stock as on 31.03.2026.

Interested firms may view the detailed Tender Notice and specifications by visiting Official APDCL website [www.apdcl.org](http://www.apdcl.org) or [www.assamtenders.gov.in](http://www.assamtenders.gov.in). which will be available from 09.03.2026

Sd/-

**Chief General Manager (F&A), APDCL  
6th floor, Bijulee Bhawan  
Paltan bazar, Guwahati-781001.**

Memo No. APDCL/CGM(F&A)/VERIFICATION OF STORES/2026/23/19 (A) DATE: 07.03.2026

Copy to :

1. The OSD to the MD, APDCL, Bijulee Bhawan, Paltan Bazar, Guwahati-1 for kind information of the MD, APDCL.
2. The AGM(F&A), Compilation Section, APDCL, Bijulee Bhawan, Guwahati-1 for information.
3. The PRO, APDCL, Bijulee Bhawan, Guwahati-1 for publication of the above tender in one issue of "The Assam Tribune" and one vernacular newspaper.
4. Relevant Office file.

Sd/-

**Chief General Manager (F&A), APDCL**

**Signature Not Verified**

Digitally signed by KUKIL PRATIM SAIKIA  
Date: 2026.03.09 12:32:18 IST  
Location: Assam-AS

**Tender for Appointment of Professional Firms/ Chartered Accountant Firms/ Cost Accountant Firm/ LLPs  
for Physical Verification of  
Stores and Inventories in APDCL at all Stores Location across Assam**

**No: APDCL/CGM (F&A)/VERIFICATIONOFSTOCK/2026/23/20**

**Date: 09/03/2026**



**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 09.03.2026
2	Pre RFP Queries from intending bidders	May be sent to email id: <cgmf.apdcl2012@gmail.com>, Up to 13.03.2026
3	Pre-Bid Meeting	At 13.00 Hrs of 16.03.2026 Venue: Office of CGM(F&A) , APDCL, 6 <sup>th</sup> Floor, Bijulee Bhawan, Guwahati-781001
4	Bid Submission Start date and time	17.03.2026 from 12.00 Noon.
5	Bid Submission End Date and Time	25.03.2026 up to 2 PM
6	Date of Opening of Technical Bid	31.03.2026 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="http://assamtenders.gov.in">http://assamtenders.gov.in</a> Rs 2000
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="http://assamtenders.gov.in">http://assamtenders.gov.in</a> Rs 100000/- (Rupees One lac) only.
N.B. : For further details regarding online payment of tender processing fees and EMD, please visit the link <a href="http://assamtenders.gov.in">http://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.
10	Bank Detail	Account No- 30017111824 (IFSC No. SBIN0001518)

## Section-II ELIGIBILITY & EVALUATION CRITERIA

### A. Eligibility Conditions:

S.N.	Criteria	Particulars	Documents
1	<b>Form of Entity</b>	Professional 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 31.03.2025.	Latest Firm/ LLP Registration Certificate downloaded from ICAI/ ICMAI Institute Website.
5	<b>Turnover of Firm (Professional Receipts)</b>	The <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 2022-23 , 2023-24 & 2024-25 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 2021-22 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 15 Years: 10 Marks More than 15 and less than 40 Years: 15 Marks More than 40 Years= 20 Marks	<b>20</b>	Firm Constitution Certificate/Certificate of incorporation
<b>2</b>	<b>Resources/ Manpower</b>	A. No of partners/Qualified paid assistant: i)2(two)-10 marks ii)For every additional partners/Qualified paid assistant-5 marks each( maximum-10)  B. No of Semi qualified Assistant i) 10(Ten)-5 marks ii) More than 10(ten)-10 Marks (Semi-qualified meaning:- CA Inter/IPCC or CMA inter cleared candidates )	<b>30</b>	A. Latest Firm/ LLP Registration Certificate downloaded from ICAI/ ICMAI Institute Website. B. Marksheet and proof of employment
<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>	In each of last three immediately preceding financial year i.e. F.Y.2022-23, FY 2023-24 & 2024-25. Above Rs 30 lakh but up to Rs 50 Lakh: 10 Marks Above Rs. 50 Lakhs but up to Rs. 100 Lakhs = 15 Marks Above Rs. 100 Lakhs = 20 Marks	<b>20</b>	Copy of Audited Balance Sheet and Profit & Loss A/c along with Income Tax Return for the F.Y.2022-23, FY 2023-24 & 2024-25.

Sl. No.	Criteria	Points over the Min Eligibility	Maximum Points	Supporting Documents
5	<b>Experience of the 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 2021-22 only:</p> <p><b>Power Sector PSUs with ERP–</b> 10 Marks per Assignment. = Maximum 20 Marks.</p> <p><b>Private Ltd Company with ERP:</b> 5 Marks Per Assignment. = Maximum 10 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>20</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>
	<b>Total Marks=(Total Technical Score)</b>		<b>100</b>	

Those bidders who will score 70% or above shall be considered as **technically qualified and will be eligible for financial evaluation.**

**(ii) Award of Contract:**

The Contract shall be awarded to the bidder quoting the Lowest Evaluated Total Price (L1) among the technically qualified bidders.

**(iii) Determination of Lowest Evaluated Price**

The Lowest Evaluated Price shall be determined after:  
Correction of arithmetic errors;  
Inclusion of all applicable taxes as mentioned in the Section VII:-Financial Bid Templates

**(iv) Tie-Breaking**

- In case two or more bidders quote the same lowest evaluated price, APDCL shall :
1. First Consider the technical score. Bidder with highest technical score will be selected as the successful bidders.
  2. In case technical scores are same, the bidder with higher turnover shall selected as the successful 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 shall be intimated in due time.
- 5.** Physical verification processes is to be carried out as per Physical Verification Policy of APDCL to be shared with the successful bidder. Comple count to be performed for approximately 250 locations for 20 material items in each locations.
- 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. All corrective actions to be taken in collaboration with APDCL officers.
- 8.** 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.
- 9.** 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.
- 10.** 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.
- 11.** Holding of meeting at regular intervals with management of APDCL and ERP Section at HQ.

## 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. One Lakh ( Rupees One 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 & 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 & Reconciliation Report.	80% of the total contract value
2	Completion of corrective actions to be taken in ERP in collaboration with APDCL designated officers post acceptance of Physical Verification Report and reconciliation report.	20% of the total contract value

All the Invoices should be GST compliant.

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

The estimated value of the tender is 45.00 Lacs(Excluding taxes)

**N. Ceiling on acceptance of Bid Value:**

1. For Abnormally Low Bids (ALB)

An abnormally Low Bid is one in which the Bid price, in combination with other elements of the Bid, appears to be so low that it raises concerns as to the capability of the Bidder to perform the contract for the offered price.

1.1 For the purpose of identification and dealing with the ALBs, the MD, APDCL shall act as ex-officio Chairman of the Tender Evaluation Committee. The Committee shall undertake the following three-stage review process to check the possibility of an ALB by a potential successful bidder and take necessary action, as deemed fit. The decision of the Committee shall be conclusive and binding on all. a) Identify abnormally low costs and unit rates by comparing them with the APDCL estimate or other substantially responsive bidders or recently awarded similar contracts; b) Clarify and analyze the Bidder's resource inputs and pricing, including overheads, contingencies and profit margins; and c) Decide whether to accept or reject the Tender.

1.2 The ALBs shall be identified using any of the following 2(two) methodologies, as applicable: When Estimated Cost is disclosed: In this case, the ALB shall be identified based on the comparison with the Estimated Cost of the Project. The bids with quoted price below 10% (ten percent) of the Estimated Cost shall be treated as ALB by the Committee. When Estimated Cost is not disclosed: In this event, the Committee shall resort to a statistical approach in which first the Average Bid value shall be calculated among the substantially responsive bidders. Subsequently, the bids with quoted price found to be lower than 10% of the calculated average value shall be identified as ALBs.

1.3. Once a potential ALB has been identified, the Committee will seek a written explanation

from the bidder of the reasons for the offered Tender price, including a detailed price analysis, proposed methodology, schedule, and allocation of risks and responsibilities. This may also include information regarding the economy of the manufacturing process; the services to be provided, or the construction method to be used; the technical solutions to be adopted; and any exceptionally favourable conditions available to the bidder for the works, equipment or services proposed.

1.4 Failure to furnish the required information against point 27.1.4 above within the stipulated time period will lead to the rejection of the bidder. In that case, the Committee will resort to the next lowest ranked bidder and reiterate the process, in case that bidder also happens to come under ALB.

1.5 On receiving the Bidder's justification, the Committee will meticulously examine the information provided by the bidder while taking into account all the relevant evidence produced in response to the request for clarification.

1.5. After examining the explanation given and the detailed price analyses presented by the bidder, the Committee may at its sole discretion:

i) accept the Tender subject to requiring the bidder to submit an Additional Performance Security to protect the Employer from any financial loss in the event of default of the successful bidder under the contract; or ii) reject the Tender, if the evidence provided does not satisfactorily account for the low Tender price and make a similar determination for the next lowest ranked bid, if required.

2 Additional Performance Security in the event of ALB

2.1 In the event that an Abnormally Low Bid has been accepted for award of contract, the successful bidder shall be required to submit an additional Performance Security along with the regular Contract Performance Guarantee for an amount calculated as under:

i) If the Bid Price offered by the shortlisted Bidder is lower than 10% but up to 20% of the estimated Project cost, then the Additional Performance Security shall be calculated @ 5% of the Contract Price.

ii) If the Bid Price offered by the shortlisted Bidder is below 20% of the estimated Project cost, then the Additional Performance Security shall be calculated @ 15% of the Contract Price.

iii) The additional Performance Security shall be treated as part of the Performance Security and shall be valid for a period coextensive with the Contract Performance Guarantee.

2.2 Non-submission of the additional Performance Security shall constitute sufficient ground to reject the bid and similar assessment will be made for the next ranked bidder. Note that, if L1 is above the estimated value but accommodable with 3% Contingency & Sundries, then their Price offer shall be accepted. Otherwise, negotiation shall be made with L1 Bidder to bring down to accommodable value. Note that, in case of tie (in respect of quoted price) between two bidders, the bidder with higher turn-over will be preferred. In the event of non-compliance of the following, APDCL shall have absolute discretion and right to scrap/reject the bid submitted by the successful bidder:

- If a bid contains several items in the Bill of Quantities which are unrealistically priced low and which cannot be substantiated satisfactorily by the bidder in price analysis.

- Non-submission of additional performance security, if required as per the terms mentioned above.

## **O. 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**

<b>S.No.</b>	<b>Particulars</b>	<b>Details</b>
<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 31/03/2025:</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 31.03.2025</b>		
<b>S.No.</b>	<b>Full Name Partner</b>	<b>ICAI/ Membership No.</b>	<b>ICMAI 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 (in Rs. and as per audited financial statements &amp; Return of Income)(Enclose Audited Financial Statements. &amp; Return of Income Tax, justifying gross turnover figure.)</b>		
<b>S.No.</b>	<b>Financial Year</b>	<b>Turnover of Firm (Professional Receipts) Rs.</b>	
<b>10.1</b>	<b>2022-23</b>		
<b>10.2</b>	<b>2023-24</b>		
<b>10.3</b>	<b>2024-25</b>		

<b>11</b>	<b>Experience of the Firm/ LLP in Physical Verification Inventory / Fixed Assets of Company having Turnover of more than Rs. 1000 Crores, from and onward Financial Year 2021-22 only.</b>			
<b>S.No.</b>	<b>Name of Company</b>	<b>Related Financial Year</b>	<b>Type of Company (Power Sector PSU with ERP/ Private Company 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 31.03.2025 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 2022-23, 2023-24 &amp; 2024-25.</b>		
<b>12.3</b>	<b>Copy of Income Tax return (ITR) for Financial Year 2022-23, 2023-24 &amp; 2024-25.</b>		
<b>12.4</b>	<b>Copy of Firm / LLP Audited Financial Statement (Balance Sheet and Profit &amp; Loss) for Financial Year 2022-23, 2023-24 &amp; 2024-25.</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 Professional firm/Chartered Accountants/Cost Accountants/ 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/ ICMAI.

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: