

Meghalaya Energy Corporation Limited

(Office of the Chief Accounts Officer)

Expression of Interest (EOI)

For

Engagement of Chartered Accountant firm (consultant) to prepare and finalize the Annual Accounts of MeECL and its Subsidiaries for Financial Year 2018-19 (IND AS)

Due on: 21st May, 2019

Meghalaya Energy Corporation Limited

Name of Assignment: Expression of Interest (EoI) for engagement of a Chartered Accountants Firm (consultant) to prepare and finalize the Annual Accounts of MeECL and its three subsidiaries for financial year 2018-19

1	Description of work	Engagement of Chartered Accountant firm (consultant) for preparation and finalization of Annual Accounts of MeECL and its three subsidiaries for financial year 2018-19
3	Due Date & time for receipt of tenders	21 st May, 2019 at 12.00 Noon
4	Technical bid opening date	21 st May, 2019 at 1.00 PM
5	Price bid opening date	21 st May, 2019 at 4.00 PM
<p>Note: <i>If the due date for receiving /opening the tenders happen to be declared holiday, then the tenders will be received/opened on the subsequent working day, for which no prior intimation shall be given.</i></p>		
7	Tender outer cover should be addressed to	Chief Accounts Officer, Meghalaya Energy Corporation Ltd., Lum-jingshai, Short Round Road, Shillong, Meghalaya - 793001
8	Method of submission of Tender	Sealed Tender in hard copy – Two part System
9	Clarification to be sought for from	Chief Accounts Officer, Meghalaya Energy Corporation Ltd., Lum-jingshai, Short Round Road, Shillong, Meghalaya – 793001 Email ID: meecl_cao@yahoo.co.in Phone No.: 0364-2591074
10	Required number of tender copies	Two Sets of Tender Document
10	Pre Bid Meeting	14 th May, 2019 at 3.00 PM
11	Place at which tenders will be opened	Office of Chief Accounts Officer, Meghalaya Energy Corporation Ltd., Lum-jingshai, Short Round Road, Shillong, Meghalaya – 793001

1. BACKGROUND:

The Meghalaya Energy Corporation Ltd (MeECL) is a Government Company, wholly owned by the Government of Meghalaya, incorporated under the Companies Act, 2013 in the year 2009 and inherited its business from the erstwhile Meghalaya State Electricity Board (MeSEB) in the year 2010. It has wholly owned three subsidiary Companies namely, Meghalaya Power Generation Corporation Ltd, Meghalaya Power Transmission Corporation Ltd and Meghalaya Power Distribution Corporation Ltd responsible for Generation, Transmission and Distribution of Electricity respectively throughout the State as State Utilities.

The erstwhile Meghalaya State Electricity Board (MeSEB) was formed in the year 1975 after the formation of new State of Meghalaya from undivided State of Assam. The first Hydro Electric project in Meghalaya had started its operation in the year 1921, thereafter different Hydro Electric projects are being constructed throughout the State of Meghalaya utilizing the natural water resources, efficient and experienced engineering wing and beautiful working environment of the State.

The Turnover/income of the Company and its subsidiaries during the financial year 2017-18 is as mentioned below –

MeECL	-	Rs. 29.81 Crores
MePDCL	-	Rs. 876.20 Crores
MePGCL	-	Rs. 211.68 Crores
MePTCL	-	Rs. 90.23 Crores

2. SCOPE OF WORK: FINALISATION OF THE ANNUAL ACCOUNTS OF MeECL AND ITS THREE SUBSIDIARIES INCLUDING THE CONSOLIDATED STATEMENT OF ACCOUNT OF MeECL (HOLDING COMPANY) FOR THE FY 2018-19, AS PER IND AS.

The Terms of Reference / Deliverables are as under:

Identification of Key Areas and Preparation of Road Map

To understand the existing accounting policies of the Corporations, the scope and extent of improvement required.

Solution Development

- After identification of key differences between MeECL and its Subsidiaries existing accounting policies, disclosures, and financial statement presentations as per Local GAAP and IND AS, formulate and suggest the revised accounting policies (including recognition, measurement etc.) as per IND AS and to document the necessary adjustments/gaps arising after identification of key differences.
- Preparation and Review of:-
 - i) the guidelines on all IND AS as applicable
 - ii) the significant accounting policies.
 - iii) the presentation structure of financial statements and grouping of account codes as per Accounts Manual and suggest all other changes to make it IND AS compliant.
- The Consultant need to review our practice with reference to valuation of inventory, borrowing cost, Fixed Asset (useful life and residual value), depreciation & any other field that consultant may deem necessary.
- To assist in the required reconciliation process of Inter Unit Transactions and other Transactions of MeECL and its Subsidiaries.
- The consultant shall measure the fair value of all the assets and liabilities of MeECL and its Subsidiaries to make it IND AS compliant.

Solution Implementation

(A) Conversion/Preparation of IND AS compliant Financial Statements for the Financial Year 2018-19

- Conversion and preparation of IND AS compliant opening Balance Sheet as at April 1, 2018, along with statement of change in equity, notes including disclosures and related reconciliation statements.
- Conversion and preparation of IND AS compliant Financial Statements for the Year ending March 31, 2019, along with statement of change in equity, notes including disclosures and related reconciliation statements.
- Preparation of IND AS compliant Financial Statements for the year ending March 31, 2019 along with statement of change in equity, notes including disclosures and related reconciliation statements
- The consultant would also be required to give a certificate towards IND AS compliant Financial Statements.
- To assist MeECL and its Subsidiaries at the time of Statutory Audit/Supplementary Audit by C&AG of India during the course of audit on IND AS related issues.
- To assist MeECL and its Subsidiaries for preparation of audit reply of queries raised by Statutory Auditor and C&AG office while conducting the Statutory Audit/Supplementary Audit.
- To review and provide qualitative information to the MeECL and its Subsidiaries required for the purpose of preparation of Annual Report for the year ending March 31, 2019.
- The Consultant shall provide necessary support for implementation of any change till finalisation/adoption of accounts of FY 2018-19 in the AGM (including any queries on the same) limited to amendment/changes impacting accounts of 2018-19.
- Consultant will provide all other related clarifications/guidance, inputs etc. as and when required, if any, for smooth implementation of IND AS in MeECL and its Subsidiaries.
- To execute the said assignment the consultant may require visiting substations and other offices/accounting units of MeECL and its Subsidiaries for discussion and collection of data.

3. TIMELINE FOR FINALIZATION OF ACCOUNTS:

The time for finalisation of Annual Accounts of MeECL and its Subsidiaries including consolidated Annual Accounts of MeECL is 90 (ninety) days from the date of issuance of work order.

4. PRICE BASIS AND PAYMENTS:

The proposal should include all-inclusive lump sum price (including TA/DA, Boarding & Lodging and other out of pocket expenses, contingencies), for the entire scope of work covered under the Terms of Reference on a firm price basis (with no escalation provision for whatever reason) valid till the finalization of accounts as per the format of Financial Proposal (**Form-2**) in a separate envelope duly sealed. The Contract price and the scope of work also include any services, etc. which is not specifically identified but are required for completion of the assignment. Minimum Lumpsum fee of Rs. 50 Lakhs (rupees fifty lakhs) only inclusive of GST. TDS will be deducted as per norms of Government of India.

5. TERM OF PAYMENT:

The payment will be disbursed on the following basis –

- i) 40% shall be paid after satisfactory finalisation the statement of accounts of all four entities
- ii) 20% shall be paid after finalisation of the consolidated statement of accounts of MeECL
- iii) 20% shall be paid after submission of Statutory Reports by Auditors of all four entities, and
- iv) The remaining amount along with the security deposit shall be paid after obtaining the comments from the C&AG of all four entities.

6. PENALTY FOR NON-COMPLETION FOR FINALIZATION OF ANNUAL ACCOUNTS WITHIN THE SPECIFIED TIME:

Non- finalization of Annual Accounts within the specified time will attract a penalty of 0.5% per week subject to a maximum of 10% of the quoted rate.

7. BID QUALIFICATION REQUIREMENTS:

The firm should possess the minimum eligibility criteria as under:

SL No	Requirements/ Criteria	Minimum Requirement
1	The Firm shall have Qualified Professionals with expertise in IFRS/IAS and the Indian Accounting Standards (IND AS) and practices etc.	i) 2 qualified Chartered Accountants ii) 2 Semi qualified (CA intermediate course), or iii) 2 qualified CA/Cost Accountant
2	The Firm should have experience of implementation of IND AS.	At least 5 assignments in Central/ State PSU in the electricity business.
3	Annual Turnover	Average Annual Turnover should not be less than Rs. 50 Lakhs during the last three years
4	Manpower	Firm should deploy 10 man powers in the registered office of the Corporation and should also deploy atleast 2 qualified Chartered Accountants, 2 semi qualified (CA intermediate) or 2 qualified CA/Cost Accountant.
5	The Firm should not have been blacklisted by Central/State Govt./ PSUs	The Firm shall provide a declaration in this regard.

The Chartered Accountants firms meeting the above minimum eligibility criteria shall furnish requisite copies of documents, certificates, work order, completion certificate from the respective bodies/institutions/offices, statement of Profit & Loss duly audited in support. Certificate of incorporation from ICAI. Professional firms meeting the above minimum eligibility criteria would be considered for opening financial bids for selection of bidder on the overall lowest (L-1) commensurate quoted fees.

8. RIGHT TO ACCEPT/REJECT THE PROPOSAL:

The Company reserves the right to accept or reject the proposal at any time prior to award of Contract, without thereby incurring any liability to the Firm concerned or any obligation to inform the Firm concerned of the grounds for the Company's action.

9. ASSIGNMENT OR TRANSFER OF SUB-CONTRACT:

The Consultant shall not assign or transfer the Contract or any part thereof, any share, or interest therein to any other person.

10. TENDERING PROCESS:

The following instructions must be carefully observed by all bidders to ensure submission of complete and comprehensive Bid. Quotations/Bids not strictly in accordance with these instructions will be liable to be rejected.

i) The bid must be complete in all respects. Failure to comply with any of these instructions or to offer brief explanation for non-compliance is likely to render effective comparison of the tender as a whole impossible

and may lead to rejection of an otherwise competitive lowest offer. Further before submission of the bid, the bidders are required to make themselves fully conversant with the eligibility criteria, scope of work, payment and penalty clause, general terms & conditions etc.

- ii) The bids shall be submitted in Duplicate and all copies shall be separately tagged, serially numbered and marked as Original/duplicate as the case may be.
- iii) The tender documents will consist of two envelopes which shall be sealed and super scribed as “**Technical Proposal (Form-1)**” and “**Financial Proposal (Form-2)**” respectively. Both the said two envelopes (Technical proposal and Financial Proposal) should be kept inside a third envelop, super scribed as “Tender for Engagement of a Chartered Accountants Firm for preparation and finalization of Annual Accounts of MeECL and its three subsidiaries for financial year 2018-19”.

Envelop-1 consists:-

- (i) Covering Note for Technical Proposal (Annexure- A)
- (ii) Form-I (Technical Proposal)
- (iii) Undertaking on firms letter head (Annexure- B, C & D).
- (iv) A copy of constitution/ registration certificates of firm/organization issued by the ICAI.
- (v) Details of partners / Sole Proprietor / CA Employees as on date, date of joining the firm and their other interest, if any.
- (vi) Membership certificate of practice
- (vii) A copy of the latest partnership deed in the case of partnership firms.
- (viii) A copy of the IT return of the firm/ full time partners / the Sole proprietor/others as the case may be for the last three years along with photocopy of PAN Card.
- (ix) A copy of GST registration certificate.
- (x) A copy of financial statement of the firm along with schedules for the preceding three financial years.
- (xi) Details of court cases / arbitration cases / or any other case pending against the Firm /organization, if any.
- (xii) Details of professional experience of the firm/organization for the last 3 years may be given in the specified format.

Envelop-2 consists:-

Form-2 (Financial proposal)

11. LIAISON:

The selected Chartered Accountant firm will liaise with the Management for the periodical meetings to review the progress of the work and to ensure requirement be fully met out. During the course of Consultants work, the Consultant is to make his best effort to work in harmony with others in the best overall interest of MeECL and its Subsidiaries and comply with the instructions of MeECL for making alternative arrangements at any time for maintaining the work scheduled at no extra cost to MeECL.

12. PROVIDING SUBSTITUTES:

The Consultant shall provide suitable substitutes having the requisite qualifications and experience in case of resignation, etc, by any official deputed for the work.

13. GENERAL CONDITIONS:

- a) The Consultant Selected for the assignment should adhere to the Quality Standards, Regulatory directions, Guidelines in this regard.
- b) The Consultant selected for the assignment should treat as confidential all data and information about the MeECL and its Subsidiaries obtained in the execution of the proposed assignment, hold it in strict confidence and should not reveal such data / information to any other party without the prior written approval of MeECL.

- c) The proposal should be submitted strictly in the formats provided. However, any additional information can also be provided if required by the bidder.
- d) The proposal should be free of overwriting/corrections/alterations.
- e) The proposals and related Annexures should be signed by the authorized signatory of the Consultant. The executant's authority to represent and bind the Consulting Firm must be confirmed by a written authority letter issued by the Competent Authority of the Consultant accompanying the proposal.
- f) It is hereby clarified that the bid should be submitted in the exact format given herein without making any changes/alterations document. Any change/alteration made to the document by the participant would make the respective Bid void and the same shall be liable to be rejected by the MeECL without further going into the merits of the tender. It is also clarified that in case of any difference/change between Bid/response to the document submitted by the participant and the document maintained by MeECL, the document maintained at the MeECL, would be considered as authentic and binding on the participant.
- g) The appointed firm would be given access to all Books of Accounts, Procurement documents, Legal documents, Sanction letters of the Company, and all other documents and information which they think necessary for the purpose of compilation.
- h) Selection of firm will be done only after detailed scrutiny of the credentials of the firm, their competency, no. of qualified Chartered Accountants & employees to be engaged for the compilation of accounts etc.
- i) The successful tenderer shall not be entitled to claim any additional amount for any reason whatsoever for the above mentioned assignment.
- j) In case of any dispute, the decision of Chairman-cum-Managing Director, MeECL shall be final and binding on the firm.
- k) The terms and conditions enumerated in this document can be modified at any time by MeECL at its sole discretion.

14. COMPLIANCE TO REGULATIONS AND BYE LAWS:

The consultant shall conform to the provision of any Statute relating to the work and regulations and bylaws of any local authority and of any Central/State Departments or Undertakings with whose system the work is proposed to be connected. Consultant shall be bound to give notice required by Statute Regulations or Bylaws and to pay all fees and taxes payable to any authority in respect thereof.

15. CHANGE IN CONSTITUTION OF FIRM AND ADDRESS:

In case of any change in the constitution of the firm and contact details the same shall be forthwith notified by the consultant to the MeECL for its information. Any change in the address of the consultant shall also be intimated to the MeECL.

16. SECURITY DEPOSIT:

i) The successful bidder shall be required to submit security deposit for faithful execution of the work order/contract at the rate of Ten percent (10%) of value of work. No interest shall be payable to the consultant on the amount of security and it shall be deposited in the form of demand draft in favour of "Chief Accounts Officer, MeECL, payable at Shillong.

ii) The security deposit of the consultant shall be released by MeECL after obtaining the comments of all the four entities from C&AG.

iii) FORFEITURE OF SECURITY DEPOSIT

In the event of default on the part of consultant in faithful execution of work order/contract, security deposit shall be forfeited by MeECL. The forfeiture of security deposit shall be without prejudice to any other rights arising or accruing to the MeECL under relevant provisions of contract like penalty/damages for delay or risk execution of work including suspension of business dealings with MeECL for a specific period.

18. FORCE MAJEURE:

During the pendency of the Contract, if the performance in whole/part by either party or any obligation there under is prevented/delayed by causes arising out of any war, hostility, civil commotion, acts of the public enemy, sabotage, fire, floods, explosions, epidemics or under order/instructions of Central/State Government/MSERC Regulations, strikes lockout, embargo, acts of Civil/Military authorities or any other causes beyond their reasonable control, neither of the two parties shall be made liable for loss or damages due to delay or failure to perform the contract during the currency of Force Majeure conditions, provided that the happening is notified in writing (with documentary proof) within 30 days from the date of the occurrence.

19. DEDUCTIONS OF AMOUNTS DUE TO MeECL:

Any excess payment made to the consultant inadvertently or otherwise under this contract or on any account whatsoever and any other sum found to be due to MeECL by the consultant in respect of this contract or any other contracts of work order or on any account whatsoever may be deducted from any sum whatsoever payable by the MeECL to the consultant either in respect of this contract or any work order of consultant from any other account by any other office of the MeECL.

20. NEGLIGENCE AND DEFAULT CLAUSE:

In case of negligence on the part of consultant to execute the order/contract with due diligence and expedition and to comply with any reasonable orders given in writing by the Consultant in connection with the Contract or any contravention in the provisions of the contract, the client may give 21 days' notice in writing to Consultant to make good the failure or neglect or any Contravention and if the consultant fails to comply with the notice within time considered to be reasonable by the client, he will suspend/terminate business dealings with the consultant for a specific period apart from claiming reasonable compensation/damages, forfeiture of security etc.

21. CANCELLATION:

The MeECL reserves the right to cancel the work order as a whole or in part at any time without assigning any reason or in the event of default on the part of the consultant.

22. LEGAL:

- i) Consultant shall Indemnify MeECL against any liability or damages by way of compensation arising from any accident to person or property of persons in the consultant's employment.
- ii) Consultant shall Indemnify MeECL against any liability or damages by way of compensation arising from any accident to any other person related to or unrelated to consultant or MeECL.
- iii) Consultant shall bear the entire responsibility, liability and risk relating to coverage of its workforce deputed on said assignment under different statutory regulations including but not limited to Workmen Compensation Act, ESI Act, Factories Act, Contract Labour Act 1970 etc. and other relevant regulations, as the case may be.
- iv) Consultant shall be fully responsible for payment of benefits to its workforce deputed on said assignment including but not limited to Provident Fund, Bonus, Retrenchment Compensation, Leave Encashment, etc. as per statutory provisions.
- v) Necessary payment and liabilities as mentioned at (i to iv.) above shall be the responsibility of consultant irrespective of payment received from MeECL or otherwise.

23. ARBITRATION:

- i) If at any time any question of dispute or difference what so ever shall arise, between the MeECL and the Consultant upon or in relation to or in connection with work order/contract, either party may forthwith give to the other notice in writing of the existing of such question, dispute or difference and the same shall be referred for sole arbitration of a nominee of the MeECL who shall give a reasoned/speaking award. The award of the sole arbitrator shall be final and binding on the parties under the provisions of the Indian Arbitration Act 1996 and of the rules there under. Any statutory amendment, modification or re-enactment thereof for the time being in force, shall be deemed to apply and be incorporated in the contract/work order. The Sole Arbitrator shall be any officer of the MeECL whose name is approved by the CMD of the MeECL. It will not be objectionable if the Sole Arbitrator is an officer of the MeECL and he has expressed his views on all or any of the matter in question of dispute or difference.
- ii) Upon every or any such reference, the cost of and incidental to the reference and award respectively shall be in the discretion of the Sole Arbitrator so appointed who may determine the amount thereof or direct the same to be

fixed as between solicitor and client or as between party and shall direct by whom and to whom and in what manner the same is to be borne and paid.

iii) The work under the contract shall, if reasonably possible continue during the arbitration proceedings and no payment due or payable by the MeECL shall be withheld on account of such proceedings.

24. CANCELLATION OF CONTRACT FOR INSOLVENCY, ASSIGNMENTS OR TRANSFER OR SUB CONTRACT:

The Accepting Officer, without prejudice to any other right or remedy which shall accrue thereafter to MeECL, shall cancel the contract in any of the following cases:-

i) If the firm or any partner thereof shall at any time be adjudged bankrupt or have a receiving order or order for administration of his Estate made against him or shall take any proceedings for liquidation or composition under any Bankruptcy Act for the time being in force or make any conveyance or assignment of its/effect of composition or arrangement for the benefit of his creditor or purport to do so, or if any application he made under any Bankruptcy Act for the time being in force the sequence of his Estate or if a trust deed granted by him on behalf of his creditors.

ii) Assigns transfers, sub contract or attempts to assign, transfer or sub contract any portion of the work.

25. SPECIAL POWERS OF DETERMINATION:

If at any time after the acceptance of the bid, MeECL shall, for any reason whatsoever, not requires the whole or any part of the work, to be carried out, the MeECL shall give notice in writing to the fact to the consultant who shall have no claim to any payment of compensation or otherwise on account of any profit or advantage which he might have derived from the execution of the work in full but which he did not derive in consequences of the foreclosing of the work.

He shall be paid at contract rates, for the full amount of the work executed including such additional works, as may be rendered necessary. The consultant shall not have any claim for compensation on account of any alterations having been made in the original specifications and instructions involving any curtailment of the work as originally contemplated.

26. UNDERTAKING:

The bidders will have to give an undertaking that they shall not pay any commission etc. or engage any commission agent or liaison agent for dealing with MeECL in any matter.

27. INDEMNITY:

The bidder agrees to indemnify and keep indemnified, defend and hold harmless the MeECL and its officers, directors, employees and agents from and against any and all losses, liabilities, claims, obligations, costs, expenses (including, litigation, reasonable attorney's fees), arising before or after completion of IFRS /IND AS implementation, which result from, arise in connection with or are related in any way to claims by third parties arising out of or in connection with:-

- The bidder's breach of any of the terms and conditions, representations, warranties specified in the Agreement/Contract; infringement of Intellectual Property Rights of the MeECL; shall be considered as acts or omissions of, negligence, or misconduct by the bidder; or its professionals, representatives, agents, security analysts, consultants and advisors;
- With respect to all the term & conditions of the Agreement, the bidder shall include its personnel, employees, consultants, and / or other authorized persons.
- In no event shall the bidder be liable for claims arising from or in connection with the sole negligence or misconduct of the party seeking indemnification.
- The selected bidder has to execute a Deed of Indemnity for this purpose.

28. CONFIDENTIALITY:

This document contains confidential and proprietary information of the MeECL. Further, the bidder will be exposed by virtue of the assignment, to the internal business and accounts related information of the MeECL. Accordingly, the selected bidder will have to sign a legal non-disclosure agreement in the prescribed format.

29. ORDER CANCELLATION:

MeECL reserves its right to terminate the order by giving prior 10days notice in the event of one or more of the following situations:

- a) Unnecessary or unwarranted delay in execution of the work allotted.
- b) Delay in providing the requisite manpower at the MeECL site.
- c) Delay in submission of reports beyond the stipulated periods.
- d) Breach of trust is noticed during any stage of the consultancy assignment.
- e) Assigns transfer, sublet or attempts to assign transfer or sublet any portion of the work order.

In addition to the termination of order, MeECL reserves the right to deduct/ adjust the damages/penalty from the Security deposit given by the bidder. On termination of contract MeECL may entrust the work to any firm at the risk and cost of the bidder.

30. LETTER OF ACCEPTANCE/AWARD AND EXECUTION OF CONTRACT AGREEMENT:

The successful bidder shall be communicated by issuance of Letter of award. The successful bidder shall tender the security deposit along with acceptance letter on the letter of award, issued by MeECL within five days. Thereafter, the detailed work order shall be issued by MeECL as per terms & conditions of this EOI.

31. COMMENCEMENT OF ASSIGNMENT:

The date of commencement of assignment shall be the date of issue of work order by MeECL.

32. PERIOD OF CONTRACT AGREEMENT:

It will be obligatory on the part of the successful bidder to execute agreement with MeECL within 15 days of the issuance of the detailed work order.

The period of contract agreement shall expire upon successful completion of assignment.

33. TERMINATION OF AGREEMENT:

If the work entrusted is not proper and to the satisfaction of MeECL, then the payment will not be released and if the work of the consultants continues to be unsatisfactory, the agreement shall be terminated by MeECL by 10 days notice at any time during subsistence of this agreement. The same will be entrusted to another consultant and the extra expenditure incurred by MeECL will have to be borne by the consultant awarded with work order.

34. JURISDICTION:

Jurisdiction for filling any suit in case of any dispute shall be the High Court of Meghalaya at Shillong.

(On Firm's Letter Head)

Annexure-A

To,

The Chief Accounts Officer,
Meghalaya Energy Corporation Limited
Lumjingshai, Short Round Road
Shillong - 793001

Sub: Engagement of a Chartered Accountants Firm to prepare and finalize the Annual Accounts of MeECL and its three subsidiaries for financial year 2018-19

Sir,

1. With reference to your Tender No: _____ Dated: _____, for appointment of a Chartered Accountants Firm for preparation of Annual Accounts of MeECL and its three subsidiaries for financial year 2018-19. I/we wish to apply for the same. **Technical Proposal (Form-I)** duly signed and authenticated is enclosed.
2. Further, I/we hereby certify that: I/we have read the provisions of all the clauses and confirm that notwithstanding anything stated elsewhere to the contrary, the stipulation of all clauses of Tender are acceptable to me/us and I/we have not taken any deviation to any clause.
3. I/we further confirm that any deviation to any clause of Tender found anywhere in the bid, shall stand unconditionally withdrawn, without any cost implication whatsoever to the MeECL.

Signature.....

Full name.....

Designation/Firm Name.....

Address with Phone.....

FAX & Mobile No:

E-Mail :

Seal

Place:

Date:

Note:

- a) In absence of above declaration/certification, the response is liable to be rejected and shall not be taken into account for evaluation.
- b) Bidders are advised to check & tick the respective checklist of documents being submitted.
- c) Bidders not submitting the required supporting documents for fulfilling the criteria will be summarily rejected without any further clarification.

APPLICATION

Details to be filled by Chartered Accountants firm to prepare and finalize the Annual Accounts of MeECL and its three subsidiaries for financial year 2018-19

Sl No.	Particulars	Details
1	Name of the firm	
2	Address of the Registered/Head Office	
3	Telephone No. and E-mail address	
4	ICAI Registration No. with Region Name and code no.	
6	Date of constitution of the firm	
7	PAN no. of the Firm & GST No. of the firm	
9	Number of Full-time Partners as on 31-03-2018 (Details to be provided in "Annexure-C")	
10	Number of Full Time qualified Chartered Accountants Employees and articles as on 31-12-2018	
11	Whether the firm is engaged in any power sector PSU in Accounting Work during the last five years. (If yes, details may be given "Annexure-D")	
12	Turnover of the Firm for last 3 years	
13	Details of Experience	

(Signature of Authorized Person with Seal of the Firm)

Place:

Date:

(On Firms Letter Head)

Annexure-B

Undertaking

I/We the following partners of M/s. _____, Chartered Accountants do hereby jointly and severally verify and declare –

1. that the particulars given are complete and correct and that if any of the statements made or the information so furnished in the application form is later found not correct or false or there has been suppression of material information, the firm would not only stand disqualified from allotment but would be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed there under;
2. that the firm, or partners has not been debarred or cautioned by ICAI during the last five years, (if debarred, give details);
3. that individually we are not engaged in practice otherwise or in any other activity which would be deemed to be in practice under section 2 (2) of the Chartered Accountants Act, 1949;
4. that the constitution of the firm as on 31st March of the relevant year shown is same as that in the constitution certificate issued by the ICAI.

Sl. No.	Name of the Partner	Membership Registration No.	PAN No.	Signature of partner

(Signature of Authorized Person with Seal of the Firm)

Place:.....

Date:.....

(On Firms Letter Head)

Annexure-C

Details of Full Time Partners of the Firm

Sl. No	Name of the Partner	Membership No.	Date of Joining the Firm (full time)

(Signature of Authorized Person with Seal of the Firm)

Place:

Date:

(On Firms Letter Head)

Annexure- D

Details of Accounting Work in power sector PSU during the last five years –

SI No.	Name of Client	Type of Assignment	Year

(Signature of Authorized Person with Seal of the Firm)

Place:

Date:

Financial Proposal

(To be kept in a separate Envelope sealed properly while sending the proposal)

To,

The Chief Accounts Officer,
Meghalaya Energy Corporation Limited
Lumjingshai, Short Round Road
Shillong - 793001

Sub: Engagement of a Chartered Accountants Firm to prepare and finalize the Annual Accounts of MeECL and its three subsidiaries for financial year 2018-19.

Table for Quoting Fee for the Assignment in terms of the Tender.

Particular	Price bid (all inclusive) shall be quoted in (Rs.....) for the entire scope of work covered under the Terms of the Tender (With no. escalation provision for whatever reason) valid till the complete execution of the assignment.	
	In figure	In words
<u>To prepare and finalize the Annual Accounts of MeECL and its three subsidiaries for financial year 2018-19:</u> All – inclusive Lump sum fee (including TA/DA, Boarding & Lodging and other out of pocket expenses/contingencies).		

- (i) The above quoted Lump sum fee shall be inclusive of all expenses/charges and Goods Services Tax (GST).
- (ii) In case of any discrepancy in Fee between figures and the amount mentioned in Words, the Fee mentioned in Words shall be taken into cognizance.

Signature.....

Full name.....

Designation/ Firm Name.....

Address.....

Phone.....FAX.....

Mobile No.....E-Mail.....

Seal

Date:

Place:

