



Jammu & Kashmir State Power Development Corporation Ltd.

Short term Tender Notice No. 11 of 2012

Date 12-1-2012

JKSPDC is currently in the process of switching over from single entry cash based accounting system to ERP based double entry accounting system. For this purpose JKSPDC has already engaged, a Chartered Accountant Firm as consultants, for designing and implementing the new Accounting System.

In the context of third party validation of the deliverables of the said firm, sealed tenders affixed with Rs 5/- (Rupees five) Revenue stamps are invited for and on behalf of the Managing Director, JKSPDC, Srinagar/Jammu from the firms of practicing Chartered Accountants for engagement as consultant to perform below mentioned assignment. The bid / offer accompanied with EMD amounting to Rs. 5000 /- in the shape of Demand Draft favouring General Manager Accounts Jammu should be addressed to Managing Director, JKSPDC Corporate Office, Ashok Nagar, Satwari, Jammu and should reach his office on or before 25th January 2012 up to 03:00 PM. The bids / offers will be opened on the same day or any other day convenient to JKSPDC in presence of bidders who may like to be present.

1. Scope of work:

1. Review & Validation of Double Entry system & To-Be Processes designed by the already engaged CA firm and submission of report thereon.
2. Expert examination and validation of all the relevant deliverables of contract signed with already engaged CA Firm including Accounts Manual, Chart Of Accounts (COA) with Account code(s), document of suggested Accounting Policies, Formats of Financial Statements and Voucher(s) in the new system, validation of accounting transactions as per account codes, data entry for preparation of financial statements.
3. Review, changes in Accounting Structure (Chart Of Accounts (COA), Consolidation structure for Balance Sheet(s) etc.) being proposed by already engaged CA firm and provide guidance on the same.
4. Review detailed progress on daily basis of data entry team and balance sheet generation activities currently being done by the already engaged CA Firm to ensure faster closure of the same with Project Monitoring Consultant.
5. The successful bidding CA/CA Firm shall be required to furnish a Final Validation Report after complete roll out of the new designed ERP based

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DEVELOPMENT CORPORATION LIMITED**

Regd. Office : Shaw Inn, The Boulevard, Srinagar, Kashmir - 190001.
Ph.: 0194-2500071, 2500109. Fax : 0194-2500145.
Jammu Office : Ashok Nagar, Satwari, Jammu - 180004.
Ph.: 0191-2430548, 2439039. Fax : 0191-2435403.
E-mail : jkspdc@gmail.com Website : <http://www.jkspdc.nic.in>

double entry accounting system, when the Balance Sheets are generated live from the fully functional ERP based double entry system across JKSPDCL.

2. Educational Background / Exposure Desired

- Qualified Chartered Accountant
- Desirable background of Consulting with various Clients
- Desirable exposure to Financial ERP systems with experience of generating Trial Balance, Balance Sheet(s), Reconciliation etc.

3. Years of Experience

- Minimum 6 years or above Working Experience.

4. Base of Work

- JKSPDCL Corporate Office, Jammu & Srinagar Location
- The assignment is estimated to be completed in about 4-6 months. However, it may extend as per the requirement of the final roll out/completion of the on-going Double Entry Project with cost remaining neutral if such extension is required.

5. Remuneration

- Consulting Fees inclusive of all applicable taxes to be quoted by the bidding CA / CA Firm, which shall be paid as per the following payment schedule.

6. Payment Schedule

No.	MILESTONE	% OF PAYMENT TO BE RELEASED (Cummulatively)
1.	Mobilization Advance for study of the contracted deliverables of newly designed Double Entry System.	10%
2.	Specific review and validation of Chart Of Accounts (COA) with Account code(s) and submission of report thereon.	20%
3.	Review & Validation of Double Entry system & To-Be Processes designed by the firm and submission of report thereon.	30%
4.	Specific review and validation of suggested accounting policies Document delivered by the already engaged CA Firm and submission of report thereon.	40%

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5.	Specific review and validation of Financial Statements and Voucher(s) in the new system designed by the already engaged CA Firm and submission of report thereon.	55%
6.	Specific review and validation of Accounts Manual prepared by the already engaged CA Firm for JKSPDCL.	70%
7.	Final consolidated Validation Report after complete roll out when Balance Sheet(s) shall be generated live from the fully functional rolled out ERP System.	100%

Other terms and conditions

1. The bidding CA shall attach the credentials pertaining to his educational & experience qualifications.
2. The bidding CA shall quote his lump sum fee inclusive of all applicable taxes on printed letterhead of the firm and shall sign with seal each page of the bid.
3. The lowest bidder shall be worked on the basis of lowest fee quoted.
4. The successful bidder shall be required to sign a Contract Agreement with JKSPDC for completion of the job and shall furnish a performance security in the shape of Bank Guarantee @ 5%(Five Percent) of the Contract Value before release of Mobilization Advance.
5. The bidder shall be required to furnish an EMD amounting to Rs 5000/ with the Bid which will be retained by this office in respect of the successful bidder as security till the validity of the contract.
6. Successful bidder shall have to start the work within three days of the issuance of LOI.
7. The successful bidding CA/CA Firm shall be required to perform onsite role at JKSPDCL Corporate Office located in Jammu & Srinagar.
8. The successful bidding CA/CA Firm shall be required to attend Steering Committee meetings of the project once or twice a month.
9. The successful bidding CA/CA Firm shall work in close coordination with the JKSPDC staff especially working on / associated with the Double Entry Project of JKSPDCL.
10. The successful bidding CA/CA firm in their own interest are advised to contact the Nodal Officer of the Double Entry Project on any working day at JKSPDCL Corporate Office, Ashok Nagar, Satwari, Jammu to have a fair idea of the

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ongoing Double Entry Project and its deliverables fully familiarizing themselves regarding their own scope of work

- 11 JKSPDC reserves the right to accept or reject any or all offers/ bids in full or in part without assigning any reason thereof.
- 12 Payment will be made only after verification by the concerned officers regarding achievement the milestones mentioned in the Payment Schedule.
- 13 JKSPDC shall reserve the right to terminate the Contract at any point of time if it is convinced that the service provider has defaulted in timely supply of the services. In that case the EMD and performance security of the Firm shall be forfeited.

No:-PDC/DE/5706-20
Date: 12-01-2012

Sheela
12/1/12
General Manager Accounts
JKSPDCL, Corporate Office,
Ashok Nagar, Satwari, Jammu
gpc

Copy to the:-

1. Director Finance, JKSPDCL.
2. Executive Director, Civil, JKSPDCL.
3. Company Secretary for uploading in the Website.
4. GM Accounts, Jammu, JKSPDCL.
5. GM Accounts, Srinagar, JKSPDCL.
6. All Chief Engineers, JKSPDCL.
7. Nodal Officer - Double Entry Project, JKSPDCL.
8. PS to MD for Information of Managing Director, JKSPDCL.
9. Deputy Director, Information Jammu for publishing the NIT in two daily newspapers.
10. Notice Board/Website.

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