

Maharashtra Electricity Regulatory Commission (MERC)

Request for Proposal for Appointment of Chartered Accountant / Cost Accountant Firms for Assistance in Accounts related tasks.

Sr. No.	Particulars	Details
1	Cost of Tender Document	Free of cost
2	Mode of Bid Submission	Online through e-Tendering system and portal at "http://mahatenders.gov.in"
3	Tendering Authority	Maharashtra Electricity Regulatory Commission World Trade Centre, Centre No.1, 13th Floor, Cuffe Parade, Colaba, Mumbai-400005
4	Last Date of Submission of Queries	11 Feb, 2019 up to 1600 Hours Pre-Bid Queries can be submitted at 'tenderqueries@merc.gov.in'
5	Date and Time of Pre- Bid Meeting	13 Feb, 2019 at 1400 Hours
6	Last Date of Submission of Bids	25 Feb, 2019 up to 1600 Hours
7	Date and Time of Opening of Bids	27 Feb, 2019 at 1600 Hours
8	Earnest Money Deposit (EMD)	Rs. 15,000/- (Rs. Fifteen Thousand only)
9	E-Tendering Helpline	24 X 7 Help Desk Number 0120-4200462,0120-4001002 Mobile no 8826246593 Email – support-eproc@gov.in For online Payment related issues, Kindly send email with Bank Reference Number to this email ID merchant@sbi.co.in . You may also contact 022-27560149 for clarifications.

Invitation for Bids (IFB) and Notice Inviting Tenders (NIT)

- Maharashtra Electricity Regulatory Commission invites electronic Bid Proposals from reputed, competent and professional firms that meet the minimum eligible criteria as specified in this Request for Proposal (RFP) for empanelment of technical consultants.
- The complete RFP document has been published on the Government of Maharashtra's e-Tendering website <http://mahatenders.gov.in>.
- Bidders who wish to participate in the bidding process must register on the website <http://mahatenders.gov.in>, unless already registered.
- To participate in the online Tendering process, the bidders must procure Digital Signature Certificates (DSC: class II or class III) in accordance with the IT Act 2000. Bidders who already have a valid DSC need not procure a new DSC.
- The bidding process would follow two envelope bidding mechanism for separate technical and commercial proposals.
- The bidder shall submit the offer in electronic formats both for technical and commercial proposals. EMD should be submitted online, as prescribed in NIT, along with the technical Bid.
- MERC will not be responsible for any delay in online submission due to any reason. For this, bidders are requested to upload the complete bid well within time so as to avoid any unforeseen problems.
- No contractual obligation whatsoever shall arise from the RFP/ bidding process unless and until a formal Contract is signed and executed between the Tendering Authority and the successful bidder.
- MERC disclaims any factual/or other errors in this document (the onus is purely on the individual bidders to verify such information) and the information provided herein is intended only to help the bidders to prepare a logical bid proposal.

Detailed Expression of Interest Document
Expression of Interest (EOI) / RFP

For Competitive Bids from Chartered Accountant / Cost Accountant Firms for assistance in Accounts related tasks

1. Introduction

The Maharashtra Electricity Regulatory Commission (MERC) was established on August 5, 1999 under the Electricity Regulatory Commission Act, 1998, a Central Act which was superseded by Electricity Act, 2003 (EA 2003). The Commission under Section 86 of the EA 2003 undertakes various functions, such as, determination of tariff for generation, transmission and wheeling of electricity; bulk or retail supply of electricity, as the case may be, within the State of Maharashtra; regulate electricity purchase and procurement process of Distribution Licensees; issue Licenses for Transmission, Distribution, and Trading of electricity and promote generation /co-generation of electricity from renewable sources of energy.

2. Appointment of Firms

MERC intends to engage a technically qualified and experienced Chartered / Cost Accountant firm empanelled with the Comptroller and Auditor General of India and Institute of Chartered Accounts of India (ICAI) / Institute of Cost Accountants of India (ICMAI) and having proven track record of not less than five years practice, for assistance in preparation of accounts and allied works for three financial years.

3. Eligibility criteria

- a. Must be empanelled with C&AG and ICAI / ICMAI and existed for not less than five years.
- b. Must be located in Mumbai / Navi Mumbai / Thane.
- c. Staff strength at Mumbai / Navi Mumbai / Thane office should not be less than 20.
- d. Must have at least 4 full time fellow partners continuously associated with the firm.
- e. Must have average turnover of Rs. 2 crore per annum in the last three years
- f. Must have carried out at least 100 Statutory Audits / Internal Audits in last five years.
- g. Must have audit assignments (ongoing) in atleast 10 Central / State autonomous bodies / companies.

4. Supporting Documents for Eligibility criteria

- a. A copy of C&AG's empanelment letter (latest).
- b. An attested copy of Certificate of ICAI / ICMAI (latest certificate).
- c. Attested copy of Balance Sheet for the last three years.
- d. List of audited companies in which assignments have been carried out in last five years along with copies of appointment letters / audit completion certificate etc. from the those organisations as proof of assignments carried out.

- e. List of companies in which assignments are being carried out along with copies of appointment letters, work orders, etc as proof of assignments going on.
- f. List of Central / State companies and autonomous bodies in which assignments are being carried out along with copies of appointment letters, work orders, etc as proof of assignments going on.
- g. List of total staff strength (including partners) at Mumbai / Navi Mumbai / Thane

The firm or any partners of the firm should not be blacklisted by any PSUs or Government Companies or any other organizations in respect of any assignment or behavior.

5. Scope of work/Job responsibility

- a. Preparation and Finalization of Accounts and assisting in replying the Audit Comments on the Accounts of the Commission raised by the C & A.G's Audit Team and other related tasks, for the financial years 2018-19, 2019-20 and 2020-21.
- b. Preparation and filing of TDS Returns on quarterly basis and generating TDS certificates and other related tasks for the financial years 2019-2020, 2020-21 and 2021-22.
- c. Preparation and filing of GST Returns including GST-RCM & GST-TDS on monthly basis and other related tasks for the year 2019-2020, 2020-21 and 2021-22.
- d. Preparation and filing of monthly Profession Tax Returns and other related tasks for the year 2019-2020, 2020-21 and 2021-22.
- e. Preparation and filing of income tax returns including tax audit and other related tasks for the year 2019-2020, 2020-21 and 2021-22.

6. General Instructions

- a. The firm has to depute competent audit personals headed by a Chartered / Cost Accountant.
- b. Reporting Formats are strictly to be adhered to and observations will at least have to cover all the aspects and facets of audit as per this Audit Scope Documents.
- c. Annual accounts reports complete in all respects along with the finalized Accounts should be submitted latest by 31st May of the subsequent year i.e. within two months from the date of closure of accounts of concerned year.

2018-19	latest by 31 st May, 2019
2019-20	latest by 31 st May, 2020
2020-21	latest by 31 st May, 2021

7. Submission of EOI Bid and Bidding Procedure

- i. The Bid should be submitted through Government of Maharashtra e-portal "<https://mahatenders.gov.in>".
- ii. The Bid shall comprise of two parts, i.e. (i) Technical Offer, and, (ii) Financial Offer, as follows:

- a. The Technical Offer should be as per the format given at **Annexure-I**.
- b. The Financial Offer should be as per the format given at **Annexure-II**

8. Earnest Money Deposit:

EMD shall be submitted online through e-portal “ <https://mahatenders.gov.in> ”.

9. Deviations:

The Bidder must ensure that Technical and the Financial Offers submitted by it satisfy all the Terms and Conditions specified in the Tender specifications. In case of any deviations from the requirements of this Tender, the Bidder shall specifically bring out the same in a separate Sheet enclosed to the Technical Bid, entitled “Schedule of Deviations”, and make a reference to the same in the covering note of the Bid. In absence of any such schedule, it shall be deemed that the Bid has no deviation, and the Bidder shall be meeting all the requirements as per the Tender specifications. The Commission reserves the right to reject any Bid, based on any deviation taken by the Bidder, or otherwise, without assigning any reason.

- a. Any revision/correction in the Bid after opening of the Bids will not be allowed. Any such revision will render the Bid non-responsive, and also result in forfeiture of Earnest Money Deposit.
- b. The Bidder shall make in his Bids such disclosures as may be required to ascertain that it has no conflicting interest in undertaking the proposed assignment.

10. Security Deposit

Successful bidder shall submit a Bank Guarantee, as a Contract Security Deposit, for a value equal to 10% of the contract value from a Nationalised Bank valid for the entire period of the contract plus three (3) months, to enable lodging of any claims, arising due to failure on the contractor’s part. The Security Deposit or retention money will bear no interest.

11. General Conditions of Contract:

a. **Terms of Payment:**

Payment would be made subject to the submission bills along with work sheet of work carried out by the firm.

b. **Tax Deduction at Source:** The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment, for which the Commission will issue TDS Certificate/s. Service Tax, GST as applicable shall be payable extra, at the prevalent rates.

c. **No extra charge:** The charges quoted by the Bidder in his Bid, and accepted by the Commission in the Contract, will be inclusive of the costs of travel, lodging and boarding, and also all incidental expenses, professional fees etc., incurred by the teams, in connection with the assignment. No separate charges will be payable by the Commission on any such account.

12. Bid Opening

- a. Pre-Bid Discussion: For the benefit of the bidding firms, a pre-bid session will be held as mentioned in NIT.
- b. The Technical Offers of the Bids will be scrutinised and the bidders who have qualified for further evaluation will be intimated online through e-tendering system.

13. Award of contract:

a. Contract Finalisation:

- i. On completion of the evaluation of the technical and financial offers of the Bids received, and finalisation of the Successful Bidder/s, the Commission will issue 'Work Order' to the successful bidder/s.
- ii. EMD of unsuccessful bidders will be directly credited to their accounts through e-tendering system. In case of query regarding refund of EMD for unsuccessful bidders, please contact e-tendering helpline 0120-4001002 / 4200462 / 4001005 / 6277787.
- iii. Within seven days of date of work order the successful bidder(s) shall give written acceptance along with prescribed Security Deposit, failing which the Earnest Bid Deposit submitted by the Bidder will be forfeited, and the Commission may exercise its right to invite the next-in-line 'successful Bidder' to award him the Contract. The Commission may also exclude the former Bidder from all future assignments/ Tender processes.
- iv. The Commission reserves the rights, as follows:
 - I) To award the Contract against this Tender, to a single bidder for all the work or to a number of Bidders.
 - II) To decide to cancel this Tender, and not to proceed in the matter, at any stage of the bidding or analysis of the Bids and also accept or reject any or all bids, without giving any explanation, whatsoever.

14. Termination of Agreement :

The Commission may terminate a contract to which these Terms apply if:

- i. The firm is unable to address the assigned works,
- ii. Quality of the assigned works is not to the satisfaction of the Commission
- iii. The firm fails in timely achievement of the milestones as decided by the Commission
- iv. The Commission reserves the right to terminate the contract, by giving fifteen days' notice. In such event, the Security Deposit will stand forfeited.
- v. Termination shall be effected by written notice served on the firm and shall take effect in 15 days of delivery of such notice. The termination will be without prejudice to either party's rights accrued before termination.

15. Liquidated damages :

- i. For delay : If the firm fails to complete the allotted work within the prescribed time period, the Commission may levy liquidated damages at the rate of 10 % of the cost of assignment or higher, as it may deem fit.
- ii. For errors / mistakes : If the firm commits any errors / mistakes in the allotted work, the Commission may levy liquidated damages at the rate of 10 % of the cost of assignment or higher, as it may deem fit.

16. Governing law: The contract shall be governed by and construed in accordance with the laws of the Republic of India.

Secretary, MERC

Technical Offer

Date: _____

FROM:

TO:

The Secretary,
MERC, Mumbai

Subject: Technical Offer for “Appointment of Chartered Accountant / Cost Accountant Firms for Assistance in Accounts related tasks.”

Sir,

I/We, _____, enclose herewith our Technical Offer for appointment of the firm for “Offer for **Appointment of Chartered Accountant / Cost Accountant Firms for Assistance in Accounts related tasks.**”

*We have not taken any deviation from the scope of work or working conditions and confirm compliance to all the conditions specified in the Tender documents/ *We have taken a few deviations from the Tender specifications and details of same are brought out in Annexure-____.

(Note: * = to be appropriately modified by the bidder.)

TECHNICAL DETAILS

Sr.	Particulars (Supporting Documents required to be submitted along with the Form)	
1	Name of the firm	
2	Address of the firm Specifically mention address of Mumbai / Navi Mumbai / Thane office	i) Head Office ii) Branch Office
3	Phone No. Fax No.	

4	Copy of Registration/Incorporation Certificate (attach copy)	
5	PAN No. (Attach copy of PAN Card)	
6	Firm Service Tax Registration No. /GST (Attach copy of Registration)	
7	Registration No. with C&AG of India (Attach copy of Registration)	
8	Registration No. with ICAI / ICMAI (Attach copy of Registration)	
9	Turnover of the firm in the last three years (attach copy of balance sheet for three years)	
10	Number of years of firm's existence	
11	Number of assignments of statutory / internal audit in last five years (attach list)	
12	Number of ongoing statutory / internal audit assignments (attach list)	
13	Number of ongoing audit assignments in Central / State autonomous bodies / companies (attach list)	
14	Number of Full Time Fellow Partners (Attach proof of same)	
15	List of staff (including partners) in Mumbai / Navi Mumbai / Thane office	
16	Any other related documents	

I certify that all the terms and conditions of the tender documents are acceptable to us.

Date _____ Signature of the authorized person
Place _____ Name _____ :
Designation _____ :
Company Seal: _____

FINANCIAL BID

Date: _____

FROM:

TO:

The Secretary,

MERC, Mumbai

Subject: Financial Offer for “Appointment of Chartered Accountant / Cost Accountant Firms for Assistance in Accounts related tasks.”

I/We _____ (Firm name), hereby furnish our Financial Offer as follows:

Sr.	Particulars	Total Fees (in Rs.)
a	Preparation and Finalization of Accounts and assisting in replying the Audit Comments on the Accounts of the Commission raised by the C & A.G’s Audit Team and other related tasks, for the financial years 2018-19, 2019-20 and 2020-21.	
b	Preparation and filing of TDS Returns on quarterly basis and generating TDS certificates and other related tasks for the financial years 2019-2020, 2020-21 and 2021-22.	
c	Preparation and filing of GST Returns including GST-RCM & GST-TDS on monthly basis and other related tasks for the year 2019-2020, 2020-21 and 2021-22.	
d	Preparation and filing of monthly Profession Tax Returns and other related tasks for the year 2019-2020, 2020-21 and 2021-22.	
e	Preparation and filing of income tax returns including tax audit and other related tasks for the year 2019-2020, 2020-21 and 2021-22.	

Note : Above fees are all inclusive but excluding taxes. Taxes will be as applicable.

I certify that all the terms and conditions of the tender documents are acceptable to us.

Signature of the authorized person

Name :

Designation :

Company seal :

Date :

Place :