



दादरा नगर हवेली ऊर्जा वितरण निगम लिमिटेड
(सरकार का उपक्रम)
DNH POWER DISTRIBUTION CORPORATION LTD.

(A GOVERNMENT UNDERTAKING)

Vidhyut Bhavan, Opp. Secretariat, Silvassa - 396230, D. & N.H.
Tele/Fax : 0260-2642338, Web site : www.dnhpdcl.in

No. DNHPDCL/DM(A/c's)2015/40/168

Date: 8/11/2015

TENDER NOTICE

Applications are invited from interested Chartered Accounting Firms/LLPs for engagement as Consultant for Accounts/Finance Department of DNH Power Distribution Corporation Ltd. for the period of One Year. The Terms of Reference/Scope of Work, brief activities of the Corporation etc. are as per the RFP. The RFP is available on Corporation's website www.dnhpdcl.in

Interested Firms which fulfils all our minimum requirements mentioned in the RFP may submit their offers alongwith all required documents so as to reach the undersigned on or before 10/12/2015 alongwith EMD of ₹5000/- (Rupees Five Thousand only) in the form of FDR/Demand Draft and Tender Fees of ₹500/- (Rupees Five Hundred only) in the form of Demand Draft only payable at Silvassa in favour of "DNH Power Distribution Corporation Ltd."

Tender received after the last date and without EMD or Tender Fees will not be considered and the reason like postal or courier delay will not be entertained by this office.

Encl.: As above.

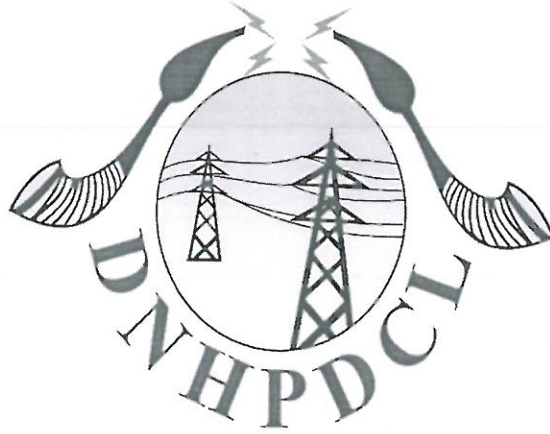

(Kishor Bamania)

General Manager (Finance)



पंजीकृत कार्यालय : प्रथम तल, विद्युत भवन, सचिवालय के सामने, सिलवासा - ३९६२३०
Regd. Office : First Floor, Vidhyut Bhavan, Opp. Secretariat, Silvassa - 396230
Tele/Fax : 0260-2642338 Web site : www.dnhpdcl.in

REQUEST FOR PROPOSAL (RFP)
FOR
APPOINTMENT OF CA FIRM/LLP AS CONSULTANT OF DNH
POWER DISTRIBUTION CORPORATION LTD FOR THE PERIOD
OF ONE YEAR.



DNH POWER DISTRIBUTION CORPORATION LTD

(A Government Undertaking)

Vidhyut Bhavan, Opp. Secretariat, Silvassa, Dadra & Nagar Haveli-396230

Tel/Fax: 0260-2642338 Website: www.dnhpdcl.in

CIN: U40100DN2012GOI000405



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REQUEST FOR PROPOSAL (RFP) DOCUMENT FOR APPOINTMENT OF CA FIRM/LLP AS CONSULTANT OF THE CORPORATION FOR THE PERIOD OF ONE YEAR

1. INTRODUCTION:-

DNH Power Distribution Corporation Ltd (DNHPDCL) is a Government Company registered on 13th July 2012 under the Companies Act, 1956. The registered and head office of the Company is situated at Vidhyut Bhavan, Opp. Secretariat, Silvassa, Dadra & Nagar Haveli-396230.

The Corporation was incorporated with the consent and approval of the Ministry of the Home Affairs and Ministry of Power with an objective to corporatize Distribution and allied division of Electricity Department, Dadra & Nagar Haveli.

The Administration of UT, DNH has notified the scheme for transferring the assets, liabilities, personnel; functions etc of the Distribution and allied division of Electricity Department of DNH vide notification No.1-1(594)/ELE/2013/697 dt 07.03.2013. The Corporation started its commercial operations w.e.f. 1st April 2013 i.e. effective date of transfer.

The Corporation is engaged in the business of distribution of electricity in UT of Dadra & Nagar Haveli to around 65,000 consumers. The annual turnover of the Corporation during the last financial year was about ₹. 2200 crore. The authorised share capital of the Corporation is ₹. 100 crore and paid-up share capital is ₹. 80 crore.

DNHPDCL intends to appoint the Consultant for the period of One year. The role of the Consultant shall be as per Annexure-I.

The appointment will be initially for a period of one year which can be extended for further period of two years on mutually agreed terms.

2. AVAILABILITY OF RFP:-

The RFP document is available at DNHPDCL's website www.dnhpdcl.in

Prospective CA Firm/LLP desirous of participating in this RFP may view and download the RFP document free of cost from the above website.



3. IMPORTANT DATES:-

Date of issue of RFP	18 /11/2015
Last date for submission of bid	10 /12/2015

4. ELIGIBILITY CRITERIA:-

Chartered Accountants Firms/LLP must qualify the following minimum criteria:-

Sr. No	Particulars	Minimum criteria
1	Number of full time partners associated with the firm/LLP shall be member of the Institute of Chartered Accountants of India	2
2	No. of years of Firm/LLP existence/Experience of the partners	Not less than 5 years
3	No. of assignment of Consultant/Statutory Audit of Corporation/PSUs/Limited companies having turnover of not less than ₹. 50 crore. The experience of the firm/partners of preceding 5 years shall only be considered. The experience of the CA firm/LLP in Consultancy/ Statutory Audit in one company/PSU/Corporation for more than one year will be considered as one assignment only.	At least 3 nos.

***Note- Statutory Auditor, Internal Auditor, Tax Auditor & Cost Auditor of the Corporation are not eligible for the appointment as Consultant.**

Any firm/LLP not qualifying these minimum criteria need not apply and their proposal shall be summarily rejected.

Supporting documents for eligibility criteria:-

1. For Sr. No. 1, the firm/LLP must submit an attested copy of certificate of Institute of Chartered Accountants of India with respect to its constitution.
2. For Sr. No.2, the firm must submit a copy of the balance sheet and profit and loss account for the last three financial years as mentioned.
3. For Sr. No.3, the firm shall submit a declaration for no of years in existence and certificate from ICAI



4. For Sr. No.4, the firm must submit a copy of the appointment letters from the auditee organisations and annual reports evidencing the turnover of the auditee organisations.
5. For Sr. No.5, a declaration from the firm in the letterhead stating that they have head office/branch office at Vapi/Silvassa for at least two years

5. EVALUATION CRITERIA FOR SELECTION OF CONSULTANT:-

A. TECHNICAL EVALUATION:-

The evaluation criteria for selecting the auditor are mentioned below:-

Sr. No.	Evaluation criteria	Maximum marks
1	The firm have adequate staff to undertake audit work. The staff includes Articles, Audit clerks and semi-qualified personnel. The Marking shall be: 5-10 staff (3 marks) 11-15 staff (6 marks) More than 15 staff (10 marks)	10
2	Number of professionally qualified staff (with associate/fellow membership of ICAI/ICWA) 3-5 staff (5 marks) 5-10 staff (10 marks) More than 10 staff (15 marks)	15
3	Turnover for last three years of the firm/LLP More than Rs. 15 lacs and up to 25 lacs per annum- 4 marks for each year. More than Rs. 25 Lacs per annum :- 5 marks for each year	15
4	Number of Consultant/Statutory audit undertaken during the last 5 years in Corporation/PSUs/Limited Companies whose turnover is more than Rs. 50 crore. The experience of the CA firm/LLP in Consultancy/ Statutory Audit in one company/PSU/Corporation for more than one year will be considered as one assignment only. (5 marks for each assignment, maximum 10 assignments)	50
5	The Firm/LLP have Head Office/Branch Office at Vapi/Silvassa	10
	Total marks = ST (Score Technical)	100

The minimum qualifying mark is 75% on technical evaluation.

Minimum Technical score of 75% may be relaxed by the Managing Director if less than 3 firms score 75 or more out of 100.



B. FINANCIAL EVALUATION:-

The formula for determining the financial scores (FS) is as below:-

$FS = 100 \times FM/F$ where FS is financial score, FM is the lowest price quoted by any firm/LLP and F is the price quoted by the firm.

The weights given to the Technical and financial proposal are:

$T = 0.8$ and $F = 0.2$

Total of all the score = $ST \times 0.8 + FS \times 0.2$

6. SUBMISSION OF THE PROPOSAL:-

- a) The interested firm shall submit the Proposal separately duly bound and containing the index/table of content with all the pages numbered
- b) The proposal in the prescribed format should be submitted on or before 5.00 p.m.
- c) i) The outer envelope cover shall be addressed to:

"For appointment of Consultant for One year"

To,
The General Manager (Fin & HR)
DNH Power Distribution Corporation Ltd
Vidhyut Bhavan, Opp. Secretariat, Silvassa, Dadra & Nagar Haveli-396230

This envelope/cover shall contain:

- ii) The Cover 1- Technical Proposal (Super scribed) containing all the relevant formats duly filled in, **FDR of Rs.5000/- in favour of DNH Power Distribution Corporation Ltd and other relevant enclosures- duly sealed & Tender Fees of ₹500/-**
- iii) The Cover 2 -Financial Proposal (Super-scribed) containing the relevant formats duly sealed.
- iv) Both these covers-Cover 1 & Cover 2 shall be put in outer envelope/cover as stated above in c (i) and submitted duly sealed.



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7. SCOPE OF THE CONSULTANCY:-

The scope of the Consultancy will be as per Annexure-I enclosed. The Board or the Audit Committee reserves the right to alter the scope of the audit if need arises.

8. REPORTING:-

The Consultant should report to the Audit Committee any serious weakness, significant fraud or major accounting breakdown discovered during the normal course of audit through General Manager (Finance).

The manner and intervals in which the Consultancy shall be conducted and Reported to the Board shall also be in compliance with the Companies Act 1956/2013 and other applicable statutory norms and provisions.

9. TERMINATION OF CONTRACT:-

DNHPDCL reserves it right to terminate the contract without assigning any reasons by giving 30 days' notice.



On letterhead of CA Firm/LLP
TECHNICAL PROPOSAL

Format for submission of information of the Chartered Accountant firm for selection as
Consultant of DNHPDCL

Sr. No	Particulars	Details
1	Name of the CA Firm/LLP	
2	Reg. No. & Date of Registration of CA Firm/LLP	
3	Registered Address	
4	Name of Partners with membership No. & No. of years for which associated with firm	
5	Details of qualified CA/CWA staff	
6	Details of Articles/Audit Clerk/Semi-qualified staff	
7	Turnover of the firm/LLP for last three years	
8	Details of assignment of Consultancy/Statutory Audit of Corporation/PSUs/Limited companies having an average turnover of not less than Rs. 50 crore in last five years. The experience of the preceding 5 years shall only be considered. The experience of the CA firm/LLP in Consultancy Audit/ Statutory Audit in one company/PSU/Corporation for more than one year will be considered as one assignment only.	
9	Details of PAN, Service Tax No. of the Firm/LLP	

Signature of Authorised signatory
Name & Designation
Seal of CA Firm/LLP

Date:

Place:

Note:

1. Copies of certificates/documents in support of above details shall be attached.
2. EMD of ₹ 5000/- shall be attached with the technical proposal
3. Tender Fees ₹ 500/-
4. The above information is only for Selection Process.



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(On the letter of CA firm/LLP)

PROFORMA OF FINANCIAL BID

Financial bid for engagement as Consultant for the period of One year.

Particulars	Amount in Rs
Fees for engagement of Consultant for the period of One year.	
Service tax and any other applicable expenses	
Total	

Note:

1. Taxes and other statutory levies will be paid on actual basis. However, present rates of applicable taxes and levies may be indicated by the tenderer.
2. The tenderer is deemed to have thoroughly studied and examined the technical specification, important instructions and general terms and conditions of the tender documents and fully informed as to nature of the work and conditions related to its performance.

Signature of Partner
Name of Partner
Seal of Firm
Firm Reg. No.

Date:
Place:



Annexure - I

Scope of Work: -

1. Advise and assist in preparation of financial statements, Balance Sheet, Profit & Loss Account, Cash flow Statement on Quarterly basis and Yearly basis.
2. Advise on payment of advance tax.
3. Advise for tax planning.
4. Advise and ensure statutory compliances of all applicable laws and give certificate.
5. Follow up with Income Tax Department & other Tax Department.
6. Attend Audit Committee meeting.
7. Attend C & AG Audit and assist the Corporation to Solve & Reply the C & AG Query / Enquiry.
8. Advise and prepare Accounts Manual/ Policies.
9. Advise on Accounting entries/ Journal entries.
10. Give opinion on requirement on need basis.
11. To update the Corporation on latest changes in applicable laws to Corporation and to apprise the impact on the Corporation.
12. Specific focus on Compliance of Accounting Standard.
13. Visit the Corporation at least once in the week and on need basis.
14. Advise & provide any other help required by Accounts and Finance Department.

