

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED
(A GOVERNMENT OF INDIA ENTERPRISE)
PLOT NO.67-68, SECTOR -25, FARIDABAD-121004
☎ 0129-2234750, 0129-4062856-58 (Extn. 256)

Tender Notice No. Finance Manual 2011-2012

Date: 26.06.2012

TENDER NOTICE

Sealed tenders are invited from reputed Consultants/Agencies for the Preparation of Finance Manual. The detailed Tender Document can be down loaded from our Website: www.npcc.gov.in.

Last date of sale of tender : 17.07.2012 up to 16.00 Hrs.

Last date of submission of tender : 18.07.2012 up to 14.30 Hrs.

Dy. General Manager (M&P)

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED
(A GOVERNMENT OF INDIA ENTERPRISE)
PLOT NO. 67-68, SECTOR -25, FARIDABAD-121004
☎ 0129- 2234750, 0129-4062856-58 (Extn. 256)

Tender Notice No. Finance Manual 2011-2012

Dated: 26.06.2012

Sealed tenders are invited from Reputed Consultants/Agencies for Preparation Finance Manual.

1. **Name of work:**
Preparation of Finance Manual.
2. **Earnest Money:**
EMD of Rs. 5,000/- (Rs. Five thousand only) by Demand Draft / Pay Order in favour of National Projects Construction Corporation Ltd. payable at Faridabad has to be submitted along with the tender. Tenders without EMD will be summarily rejected. EMD of unsuccessful bidders will be refunded (without any interest) after the award of the contract to the successful bidder. Earnest money of the successful bidder will be kept as Security Deposit and will be refunded after completion of work successfully.
3. **Sale of tender document:**
Tender document can be obtained from this office up to 17.07.2012 on any working day between 10.00 Hrs. to 16.00 Hrs. by paying Rs. 500/- as cost of tender document by D.D. payable at Faridabad. The tender documents can also be downloaded from our website www.npcc.gov.in. Tenderer who wish to download the tender documents from the website shall have to deposit Rs.500.00 by Demand Draft towards cost of tender in addition to EMD along with the tender.
4. **Last date of submission of tender:**
The last date of submission of tender is 18.07.2012 up to 14.30 Hrs. and the technical bids will be opened immediately at 15:00 Hrs. on the same date and venue.
5. **Minimum Qualifying Criteria:**
The Price bid will be opened for those agencies only who qualify the technical bid as per eligibility criteria (refer Annexure II & III). The date of opening of price bid shall be informed to technically qualified agencies through letters.
6. **Mode of Submission:**
The tender is to be submitted in two separate sealed covers super scribing as "Preparation of Finance Manual".

Envelope No. 1 (Technical Bid)

This shall contain:

- (a) Acceptance letter in the letterhead for un-conditional acceptance of the tender conditions (Annexure IV).

- (b) Earnest Money to be deposited as specified in para-2 above.
- (c) Latest ITCC, Balance sheet for last three financial years, list of works in hand and list of works completed.
- (d) Completion certificate from reputed organizations for completion of similar jobs of consultancy works.
- (e) The tenderer should furnish documentary evidence in support of evaluation criteria for selection of consultant as mentioned at Annexure-II (a, b, c, d & e).
- (f) Details as per Annexure-III.

Envelope No. 2 (Price Bid)

It shall contain the price bid as well as the whole of the tender document duly signed on each page.

- 7. Conditional tender will be summarily rejected. The NPCC reserves the right to cancel any or all tenders, split the work between several bidders without assigning any reasons whatsoever.

SIGNATURE OF TENDERER

DY GENERAL MANAGER (M&P)

Name of work: Preparation of Finance Manual.

SCOPE OF WORK:

OBJECTIVES OF THE FINANCE MANUAL:

- Consistent and uniform accounting policies are followed across all locations (i.e. Corporate Office, Zonal Offices and Projects Sites).
- Clarity with respect to transactions accounted with regard to personnel functions.
- Clear delegation of power matrix available.
- Processes are in line with the statutory requirements.
- Efficient, accurate processing and accounting of transactions with adequate control in place.
- Process based approach is followed to identify, account and monitor revenue and cost for the organization.
- Robust management information system.

Scope of Services:

- The scope of services would inter-alia included:
- Developing finance and accounts policy manuals for the following function in line with various applicable accounting standard.
- Finance, Accounts
- Budgeting and MIS
- Internal check and control, and Internal audit.
- Training on the above manuals.
- Automation / intergradations/consolidation of account policies and Practices.

Detailed sub activities proposed to cover in the Manual should include:-

Finance and Accounts policy Manual- the finance and Accounts policy Manual shall include the following areas:

- Fixed assets & Depreciation Accounting.
- Physical verification of Assets & Store.
- Cash and Bank Accounting.

- Contracts Accounting.
- Expense Accounting.
- Accounting for Employees Remuneration and Benefits including EPF and Gratuity in the Books of NPCC.
- Purchase and Store Accounting.
- Inter Unit Accountings reconciliation mechanism.
- Share Capital.
- Loan Accounting.
- Treasury Management (Fund Planning, Monitoring/ working Capital Management Treasury related Accounting).
- Investment Accounting.
- Final Accounts (Periodic & Annual).
- Chart of Account.
- Claim processing, and conciliatory mechanism.
- Closing Guidelines for finalization of Annual Accounts.
- Interpretation of relevant Accounting Standard applicable to the construction company.
- The consultant may consider the implication automation pertaining to financial management and other matters as the company is in the process of introduction automation.
- Impact of change due to implementation of IFRS.
- Procedure for compliance of all statutory provisions including income Tax Act. 1961, Companies Act, 1956, VAT, Service Tax, Labour Cess Act etc. applicable to construction industry.
- Budgetary responsibility accounting.
- Taxation and compliance mechanism of tax related issues.

Following aspects are also to be included in the Manual.

- Accounting policies.
- Key accounting controls
- List of documents/records to be maintained.
- Formats of the accounting documents/records.
- Closing Guidelines for finalization of Annual Accounts.
- Contemporary audit.
- System of financial concurrence in line with system followed in other PSUs.
- Financial MIS-Financial MIS, prescribing the following:
 - Objectives
 - Types of Reports
 - Formats

- Frequency
 - Distribution
 - Responsibility for preparation
 - Source of data.
- Budget and Budgetary control policy-Budgetary system prescribing the following:
 - Roles and responsibilities for preparation of budget estimates and Budget Revision.
 - Budget heads and lining with the account codes.
 - Budget compilation, finalization, approvals and monitoring process.
 - Budget formats
 - Appropriation and re-appropriation policy of budget estimates
 - Budget monitoring reports to be generated (to be part of Financial MIS)
 - Interface with the financial accounting system.

The Finance/Accounts should be prepared keeping in view compliance to statutory obligations/provisions, various accounting and auditing standards issued by ICAI, IFRS, approved policies of NPCC as relevant.

Internal Audit:

This includes background of Internal Audit, Role of Auditors etc. scope of Internal Audit.

- Managing Internal Audit (Organizing the department, Audit Staff, Engagement Memorandum).
- Check list of Audit Programme.
- Systems on Audit Reports replies & communications (Form & content of Audit Report).
- Relationship Management (Audit Committee, working with external Auditors other related department).

Implementation Support:

Agency to deliberate /explain/discuss before the committee constitute by the Management for acceptance of the Draft Manual.

EVALUATION CRITERIA FOR THE SELECTION OF CONSULTANT

- a) The applicant should have experience in providing advisory services across a range of services in the area of financial management and FMIS including design. Development and implementation of financial management system and manuals computerized FMIS etc.
- b) The minimum average annual turnover of the applicant as evidenced for the last three years audited balance sheet shall not be less than Rs. 3 crore (Rupees three crore only) and should have earned profits in each of the said years.
- c) The applicant should have provided consulting services in the field of Design and development of Finance/Accounts/Audit Manual, Development of computerized Financial Management System for at least two public sector entities/government departments/Multinational companies.
- d) The firm should submit their complete profile of Directors/Partners/Individuals including professional i.e. CA/ICWA/CS engaged.
- e) Copy of Memorandum and Article of Association, partnership Deed etc. PAN and PF Registration number (if applicable) is to be submitted.

EVALUATION CRITERIA FOR THE PROPOSAL:

The proposal will be evaluated using the two stage criteria - Technical and Financial criteria. Price bid of only those Companies will be considered for opening, who qualify the Technical Bid as per eligibility criteria.

TIME SCHEDULE:

The Finance Manual complete in all respects should be submitted within 90 days from the date of issue of Work Order, as per details given below:

- | | | |
|--|---|-----------------|
| i) Submission of Initial Report and its Presentation | - | With in 45 days |
| ii) Submission of draft updated Finance Manual | - | With in 60 days |
| iii) Submission of corrected draft | - | With in 70 days |
| iv) Submission of final Finance Manual | - | With in 90 days |

NPCC shall require 2 working days at all the 4 stages to approve the submissions made by the firm / consultants.

The firm shall supply 5 hard copies and 2 soft copies of Complete Manual and Manpower Plan.

PAYMENT TERMS:

Payment shall be released in stages as shown hereunder :-

- | | | |
|--|---|-----|
| i) Submission of Initial Report and its Presentation | - | 10% |
|--|---|-----|

ii)	Submission of draft updated Financial Manual	-	20%
iii)	Submission of Corrected draft	-	20%
iv)	Submission of final Financial Manual	-	40%

After submission of final Finance Manual, the firm / consultant shall be required to assist the Corporation for one month during the review for any modifications.

Balance 10% along with EMD shall be released after two months of submission of final Financial Manual to see if any review is required.

Statutory deductions like TDS etc. shall be made as applicable.

L.D. CLAUSE:

Delay in completion of assignment due to reasons attributable to the firm / consultant liquidated damages shall be levied @ ½% of per week delay limited to 5% of contract value.

SETTLEMENT OF DISPUTES:

All disputes pertaining to this contract shall be subject to the jurisdiction of courts at Faridabad (Place of work)

SIGNATURE OF TENDERER

DY. GENERAL MANAGER (M&P)

PRE-QUALIFICATION DETAILS

1	Name of the firm with address	
2	Details of Manpower	
3	Whether the firm has at least 3 years work Experience in Government Department in similar type of consultancy services.	
4	Client's details	
5	Whether the firm is an income tax assessee (Yes/No) If Yes. Copy of latest assessment certificate shall be enclosed.	

SIGNATURE OF TENDERER

DY. GENERAL MANAGER (M&P)

ACCEPTANCE LETTER
[TO BE ENCLOSED IN ENVELOPE-1]

To

The Dy. General Manager (M&P),
NPCC Limited,
Plot No.67-68, Sector -25,
Faridabad-121004.

Sir,

ACCEPTANCE OF TENDER CONDITIONS

1. The tender documents for the work "Finance Manual" have been issued to me/us by National Project Construction Corporation Limited and I/We hereby unconditionally accept the tender conditions and tender documents in its entirety for the above work.
2. The condition of the Tender documents (Notice Inviting Tenders) have been noted wherein it is clarified that after unconditionally accepting the tender condition in its entirety, it is not permissible to put any remark(s)/conditions(s) (except unconditional rebate on price, if any) in the tender enclosed in "Envelope-2" and the same has been followed in the present case. In case this provision of the tender is found violated at any time after opening of the Envelope 2, I/we agree that the tender shall be summarily rejected and NPCC shall, without prejudice to any other right or remedy be at liberty to forfeit the full said earnest money absolutely.
3. The required earnest money for this work is enclosed herewith.
4. If I/we will not fulfill the minimum qualifying criteria of the tender I/we will not lodge any claim for opening of envelope 2 of the tender.
5. Validity for this offer is upto 45 days from the date of submission. In case we withdraw/ revise our offer during the above period our EMD shall be forfeited.

Thanking you,

Yours faithfully,

(Signature of the Agency with Stamp)

SCHEDULE OF PRICE

S.No.	Description of Work	Rate (Rs.)	Amount (Rs.) in Figures	Amount (Rs.) in Words
1.	Preparation of Finance Manual	L.S.		

Note:

1. The total amount quoted for the consultancy shall be considered to determine the lowest bidder.
2. In case of discrepancy in words & figures, the rate mentioned in words prevails and shall be taken as quoted rates.

Signature of Tenderer with Seal