



National Projects Construction Corporation Limited
(A Government of India Enterprise)
Corporate Office: Plot No.67-68, Sector-25, Faridabad (Haryana)
Phone: 0129-2234750, 0129-4062856-58 (Extn. 256)

No.NPCC/Fin-C&B/NIT/Accounting Policies/2012.

Date: 11.07.2012.

NOTICE INVITING TENDER

Sealed tenders are invited from reputed consultants/agencies for the preparation of accounting policies. The detailed tender document can be downloaded from our website: www.npcc.gov.in.

Last Date of Sale of Tender: 16.08.2012 up to 16.00 Hrs.

Last Date of Submission of Tender: 17.08.2012 up to 14.30 Hrs.

Sr. Manager (Finance)-C&B



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1. Name of Work:

Preparation of accounting policies.

2. Earnest Money Deposit:

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 is 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 the office of the undersigned up to 16.08.2012 on any working day between 10.00 Hrs. to 16.00 Hrs. by paying Rs. 500/- as cost of tender document by Demand Draft payable at Faridabad. The tender documents can also be downloaded from our website www.npcc.gov.in. Tenderer who wish to download the tender document from the website shall have to deposit Rs.500.00 by Demand Draft towards cost of tender documents in addition to EMD along with the tender.

4. Last Date of Submission of Tender:

The last date of submission of tender is 17.08.2012 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 Accounting Policies".

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. NPCC reserves the right to cancel any or all tenders, split the work between several bidders without assigning any reasons whatsoever.

SIGNATURE OF TENDERER

SR. MANAGER (FINANCE)-C&B

Name of Work: Preparation of Accounting Policies.

Scope of Work:

The scope of services would inter-alias include the following:-

1. Basis of preparation of financial statements keeping in view of generally accepted accounting principles and applicable Accounting Standards (AS) in India as well as International Financial Reporting Standards (IFRS).
2. Accounting for Income & Expenditure and its classification.
3. Method of reckoning of Turnover & Profit as per the applicable AS and IFRS.
4. Accounting of Fixed Assets, Depreciation and Amortization on it.
5. Treatment of Retirement Benefits like Gratuity and Leave Salary etc. as per the applicable AS & IFRS.
6. Valuation of Inventories as per the applicable AS & IFRS.
7. Accounting for Foreign Exchange Transactions and Translation of Foreign Currency to Reporting Currency as well as Export Incentives.
8. Expenditure on payments to Sub-contractor and Provision made for work expenses at the end of the reporting period.
9. Classification of Revenue, Capital Expenditure and Deferred Revenue Expenditure and its accounting treatment.
10. Prior Period Expenses / Income.
11. Accounting of Scrap and Waste Material, Interest paid / payable or Interest received / receivable.
12. Impairment of Assets.
13. Contingent Liability and Contingent Assets.
14. Accounting for Arbitration / Court Claim lodged by or to the Corporation.
15. Taxes on Income as per the applicable AS and IFRS.
16. Treatment of amount outstanding as doubtful from Sundry Debtors / Project Authorities and Sub-contractors and Guidelines for making provision thereon.
17. Accounting Treatment and Valuation of Investment.
18. Treatment of Contractual Obligation.

19. Any other policy required as per the Companies Act, 1956 and other Acts which will enable the Corporation to represent a true and fair picture of the Financial Statement in view of Fundamental Accounting Assumptions.

Implementation Support:

Agency has to deliberate / explain / discuss before the committee constituted by the Management for acceptance of the Draft Accounting Policies.

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Annexure-II.

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 preparation of accounting policies including design development and implementation of accounting policies.
- (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 accounting policies and development of computerized accounting policies 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 qualifies the Technical Bid as per eligibility criteria.

TIME SCHEDULE:

The accounting policies 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 Accounting Policies | - | With in 60 days |
| iii) Submission of corrected draft | - | With in 70 days |
| iv) Submission of Final Accounting Policies | - | With in 90 days |

NPCC shall require two working days at all the four stages to approve the submissions made by the firm / consultants /agencies.

The firm shall supply 5 hard copies and 2 soft copies of Draft Accounting Policies.

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 Accounting Policies | - | 20% |
| iii) | Submission of Corrected draft | - | 20% |
| iv) | Submission of Final Accounting Policies | - | 40% |

After submission of final Accounting Policies, 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 Accounting Policies to see if any review is required.

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

LIQUIDATED DAMAGES 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

SR. MANAGER (FINANCE)-C&B

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 Departments in similar type of assignments.	
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

SR. MANAGER (FINANCE)-C&B

ACCEPTANCE LETTER
[TO BE ENCLOSED IN ENVELOPE-1]

To

The Sr. Manager (Finance)-C&B,
NPCC Limited,
Plot No.67-68, Sector -25,
Faridabad-121004 (Haryana).

Sir,

ACCEPTANCE OF TENDER CONDITIONS

1. The tender documents for the work "Accounting Policies" have been issued to me/us by National Projects 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 conditions in its entirety, it is not permissible to put any remark(s)/condition(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 deposit 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 up to 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 RATES

S.No.	Description of Work	Rate (Rs.)	Amount (Rs.) in Figures	Amount (Rs.) in Words
1.	Preparation of Accounting Policies of the Corporation (NPCC)	Lumpsum		

Note:

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

Signature of Tenderer with Seal