



TRIPURA ELECTRICITY REGULATORY COMMISSION  
Bidyut Bhavan, Banamalipur, Agartala, Tripura (W), Pin-799001

No. F. 47 / TERC / 09 / 31

Dated 19<sup>th</sup> April'2017

**NOTICE INVITING QUOTATION**

Tripura Electricity Regulatory Commission invites sealed quotation/quotations from the reputed and experienced Firm/Firms registered under " Institute of Chartered Accountant of India" for the **(A) Preparation and compilation of Annual Account , and (B) Quarterly E-filing of TDS of TERC** as per stipulation/guidelines as on up to date of Accountant General ( Indian Audit and Accounts Department), and Income Tax Department ,Govt. of India , for the financial year 2016-2017, 2017-2018 , 2018-2019,2019-2020,2020-2021 and 2021-2022 . Estimated value for Part A work is Rs. **9500**/FY year whereas the value is Rs.**500**/Quarter for Part-B work

Details will be available from the office of the undersigned during 11 AM to 4 PM on working days up to 19-05-2017 or may be downloaded from website of TERC [www.terc.nic.in](http://www.terc.nic.in) (In " **Order/Notification** " column .

The quotation/quotations will be received up 3 PM on 20-05-2017 and shall be opened on the same day (If possible) in presence of interested quotationers or authorized representative 4 PM .

Sd/  
( Er. H . K . Das )  
Secretary  
TERC , Agartala .  
Dated 19-04-2017

## **TRIPURA ELECTRICITY REGULATORY COMMISSION**

### **DETAILS OF WORKS:-**

Tripura Electricity Regulatory Commission invites proposal under sealed cover from Registered C/A firm for carrying out the following works: -

<b>SL</b>	<b>Name Works</b>	<b>Last date of receiving</b>	<b>Completion period</b>
<b>A</b>	Preparation and Compilation Annual accounts of Tripura Electricity Regulatory Commission (TERC) for the Financial Year 2016-17,2017-18 , 2018-19 , 2019-20 , 2020-21, and 2021-22 consisting the preparation of the following separately for each year : (i). General Ledger & Party Ledger (ii). Journal (iii). Balance sheet (iv). Trial Balance (v). Income & Expenditure Accounts, Receipt & Payment Accounts in the prescribed formats of A.G. Tripura & Other necessary Schedules. (vi). Other documents (If required) .	20-05-2017	15 ( Fifteen ) days for each FY year
<b>B</b>	Quarterly TDS E-filing of TERC for the FY Financial Year 2017-18 , 2018-19 , 2019-20 , 2020-21, and 2021-22	20-05-2017	Within stipulated period as per guidelines of Income Tax Department .

### **TERMS AND CONDITIONS:**

#### **1. General Information:-**

The quotationers are to satisfy themselves by actual site visit as regards to nature of business and other obligation of the Regulatory Commission in every aspect before submission of quotation. No claim or excuse on this account will be entertained later on at any stage.

#### **2. Scope of Work:-**

- 2.1. Preparation and compilation of Annual Accounts (Yearly job ) of TERC for the FY 2016-17, 2017-18 , 2018-19 , 2019-20 , 2020-21 and 2021-22 in prescribed format as per guidelines( as on up to date ) of Accountant General ( Indian Audit and Accounts General ) , Govt. of India .
- 2.2. Preparation of general ledger & Party ledger .
- 2.3. Preparation of Journal .
- 2.4. Preparation of Balance sheet .
- 2.5. Trial Balance
- 2.6. Preparation and compilation of Income & Expenditure Accounts, Receipt & Payment Accounts in the prescribed formats of A.G. Tripura & Other necessary Schedules.

- 2.7. Quarterly TDS E-filing of TERC for the FY 2017-18 , 2018-19 , 2019-20 , 2020-21 and 2021-22 ( Only four deductee are in TERC, but all of them are not deducting Tax in every month).
- 2.8. All Soft copies & Hard copies ( Three copies for each FY against each document ) of accounts shall be submitted.
- 2.9. The work shall be done at the premises of the Commission.
- 2.10. Soft copies of all the documents related to Figures are to be submitted in **Microsoft Office or Microsoft Excel format** .
- 2.11. The work of compilation & finalization of Annual accounts shall be done in the O/O the Secretary, TERC, Agartala.
- 2.12. All relevant document available in TERC office , will be provided after completion every FY and concerned CA Firm has to complete the overall job within 15(Fifteen) days after issuing information from TERC , including the Preparation and Compilation of Annual accounts for concerned FY .

### **3. QUALIFYING REQUIREMENTS FOR QUOTATIONER :-**

For qualifying to quotation of the work , the quotationers must have registered CA firm having experience of similar nature of work at least for two financial year . The quotationers must have submitted the following documents in support of their credential.

- a) List of resource persons indicating their names, qualification & experiences with regard to compilation and financial accounts.
- b) Name of Firm/Companies with annual turnover whose financial accounts have been compiled during last 3(three) years.
- c) Details experience of the partners in case of partnership firms and Proprietor in case of firm Proprietorship.
- d) Valid registration number , PAN, Service Tax Registration number etc. are required from the competent authority .
- e) Income Tax payment documents as on up to date .
- f) Service Tax payment document as on up to date
- g) Professional Tax payment document as on up to date (If any )

### **4. DOCUMENTS COMPRISING THE QUOTATION:-**

The quotation shall be submitted in sealed envelopes properly subscribing quotation number , Name of work & quotation opening date as follows:-

#### **a) Quotation Guarantee & Pre qualification quotation data.**

- (i). Containing Documentary evidence of the quotationer fulfilling the qualifying requirement stipulated in the N.I.Q., the documents to be submitted shall include copies of relevant work order/Award letters/Agreements etc. at least for two years and corresponding completion certificates issued by the concerned clients. The quotationer shall also furnish copies of audited balance sheet and Profit & Loss Accounts for the last 3(three) financial years (w.r.t. the Quotation opening date) in support of their meeting the financial qualifying requirement. The quotationer shall also submit all such other documents necessary in support of their meeting the stipulated qualifying requirements & its credentials .
- (ii). Statement of number of resource persons to be engaged for the job along with their qualification .

**b) Price Quotation :**

SL	Name of work	Year	Rate/year Rs.	Service Tax in % (If any) Rs	Total (Rs.)
A	Preparation and Compilation of Annual Account of TERC w.e.f. FY 2016-17 to 2021-22 . <b>Rate per year is desirable during the period .</b>				
B	Quarterly TDS E-filing of DDO of TERC . Here it may noted that only 4(Four) number deductees are in TERC but TDS is not done for each deductee in every month ( Few month may remain gap for some deductee ). <b>Rate per quarter is desirable during the period i.e. w.e.f. 2017-18 to 2021-22 FY .</b>				
	<b>Total</b>				

- (i) Price offered for individual year or all years should be quoted both in figures and words.
- (ii) If any other Charges/Taxes are required extra are to mentioned specifically and clearly for the above job .

**5. Completion period:**

- (i). Overall job for Preparation and compilation of Annual accounts within 15(Fifteen) days for each FY during the period from FY 2016-17 to 2021-22 .
- (ii). E-filing of TDS for every quarter is within stipulated period as per guidelines of Income tax Department , Govt. India . In spite of submission of relevant documents by TERC , if any penalty is imposed by the Income Tax Department for delay in E-filing , concerned Firm will be responsible for penalty payment .

**6. VALIDITY OF QUOTATIONS :**

Quotations shall remain valid for 3(Three) months from the date of quotation opening as prescribed by TERC unless otherwise specified . A quotation valid for a shorter period shall be rejected by TERC as non-responsive.

7. If the Agency fails to complete the job successfully within the stipulated period under the contract , the Agency shall pay to TERC as liquidated damages but not as penalty a sum equivalent to ½ % (Half percent) of the contract price of the whole work per week or part thereof for the delayed period. The total amount of liquidated damages for delay under the contract will be subject to maximum of 5% of contract price.
8. If the name , qualification , experience of qualified person/persons are not mentioned , the quotation will be summarily rejected without assigning any reason including lowest quotationer also .

**9. PAYMENT TERMS: -**

- 9.1 No advance payment will be made in any circumstances.
- 9.2 Payment (In case of Preparation and Compilation of Annual accounts) would be made on successful completion of the job on satisfaction of the Secretary of the TERC and within Seven days after submission of bill .
- 9.3 90% of billed amount shall be disbursed and balance 10% will be retained as performance guarantee.
- 9.4 Income Tax will be deducted as applicable or preferable @ 10 % of payable amount or otherwise .
- 9.5 **Deducted amount of performance guarantee ( 10 % ) from each bill shall be released after acceptance of all accounts by the Accountant General , Agartala , Govt. of India . During audit , if any clarification is required by the Audit Team of AG , then the qualified representative of Firm/Company must be present to resolve the issues in clarified manner .**

**10. AWARD OF CONTRACT: -**

- 10.1 TERC shall award the contract to the successful quotationer whose quotation has been determined to be substantially responsive and considered as acceptable and lowest evaluated quotation.
- 10.2 TERC reserves the right to accept or reject any or all quotations without assigning any reason prior to award of contract.

**11. SIGNING OF CONTRACT AGREEMENT : -**

- 11.1 TERC shall notify the successful quotationer that its quotation has been accepted .TERC shall send the quotationer the detailed letter of Award.
- 11.2 The successful quotationer shall submit in writing unconditional acceptance of the letter of Award within 15 (fifteen) days from the date of issue of the same for signing the contract Agreement with TERC, within 15(fifteen)days from the date of issue of COA .
- 11.3 The qualified bidder shall be required to execute an Agreement in prescribed format on Rs. 100.00 (Rupees One Hundred) non-judicial stamp paper of Tripura State , duly signed and sealed on each page of the agreement . Stamp paper has to be procured by the qualified bidder at his/her own cost on current date .

**12. ESTIMATED COST OF THE WORK :**

- 12.1 **(Part-A)** : Estimated cost id Rs. 9500/FY years for Preparation and compilation of Annual Accounts of TERC (complete in all respect) considering up to date guidelines of AG like previous years from FY 2016-2017 to 2021-2022 .
- 12.2 **(Part-B)** : Estimated cost is Rs. 500/Quarter for Quarterly E-filing of TDS (Complete in all respect) of TERC as required as per guidelines of Income tax Department , Government of India .

Sd/

( Er. H . K . Das )  
Secretary  
TERC, Agartala  
Dated 19-04-2017