



**PUNJAB STATE TRANSMISSION CORPORATION LIMITED**

(Regd. Office: PSEB Head Office, The Mall, Patiala-147001)

Corporate Identity Number: U40109PB2010SGC033814

[www.pstcl.org](http://www.pstcl.org) (O/o Company Secretary) E-mail: [comp-secy@pstcl.org](mailto:comp-secy@pstcl.org)

Tel./Fax No. 0175-2308233

**NOTICE INVITING TENDERS  
FOR APPOINTMENT AS COST ACCOUNTANT FOR DEVELOPMENT AND  
MAINTENANCE OF COST RECORDS FOR FY 2014-15 AND FY 2015-16**

Sealed tenders/ quotations are invited from practising Cost Accountants or Firm of practising Cost Accountants as defined in clause (b) of sub-section (1) of section 2 of the Cost and Works Accountant Act,1959 (23 of 1959) who have their registered offices situated in Punjab and Chandigarh and which has been in existence for at least five (5) years for development and maintenance of Cost Records of the Corporation for FY 2014-15 and FY 2015-16 as required under the Act read with Companies (Cost Records & Audit) Rules notified by Government of India, Ministry of Corporate Affairs as amended from time to time.

Issuing Authority	Company Secretary, PSTCL, PSEB Head Office, The Mall, Patiala.
Tender Specification No.	01/CS/A-5 & T-30/ PSTCL/ 2015-16
Place	Patiala
Short Description	Appointment of Cost Accountant for maintenance of Cost Accounting Records of PSTCL for FY 2014-15 and 2015-16 which includes collection of data, development and maintenance of Cost Accounting Records, preparation and submission of cost statements and reconciliation of cost records with financial record as required under Cost Accounting Records (Electricity Industries) Rules as amended from time to time notified by the Govt. of India, Ministry of Corporate Affairs (MCA).
Completion Period	As per Central Government (MCA) norms.

Eligibility Criteria	As mentioned above.
Starting date of Sale of Tender	19-06-2015
Last date of downloading of Tender	10-07-2015
Last date for Tender Submission	10-07-2015 AT 03.00 PM
Date for Opening of Tender	10-07-2015 AT 03.30 PM
Document Cost	Rs.500/- (Non Refundable) in the form of demand draft in favor of Accounts Officer/ Cash, PSTCL, payable at Patiala is to be submitted in a separate envelope along with tender.
Earnest Money Deposit	Rs.5000/- in the shape of PSTCL Cash Receipt/Bank Draft in favour of Accounts Officer/Cash, PSTCL, payable at Patiala.
URL for Additional Information	www.pstcl.org

### **TERMS & CONDITIONS**

1. Tender specification can only be downloaded from PSTCL website [www.pstcl.org](http://www.pstcl.org) and no hard copy of the same will be issued by this office.
2. All tender must be accompanied by earnest money amounting Rs.5000/- in the shape of Bank Draft in favour of Accounts Officer/Cash, PSTCL, payable at Patiala.
3. Sealed quotations along with the profile of the firm, documents in support of complying for the eligibility criteria may be handed over either personally or delivered through registered post to the undersigned so as to reach this office before 3.00 PM on 10.07.2015.
4. Tender received without earnest money and cost of tender shall liable to be rejected.
5. Conditional Tender shall not be accepted.
6. Tender received telegraphically through telex or Fax/e-mail shall not be accepted.
7. The Competent Authority reserves the rights to reject any or all tenders without assigning any reasons.

8. In case date of opening the tender happens to be a holiday, the tenders will be received and opened on the next working day at the same time and Place.
9. The lump-sum professional charges, inclusive of service tax, TA & DA and all other taxes, should be quoted for each year work separately.
10. The Tenderers shall submit his personal profile along with tender/ quotation on prescribed tender form attached therewith and if found un-satisfactory his tender documents so received shall be re-sealed and placed in the record.
11. Cost of tender specification and EMD shall not accepted through cheque.

**12. Payment Terms:**

Payment of Professional Charges shall be as under:

- i. 60% on submission of Draft Cost Sheets/Cost Accounting Records for all accounting/cost centres and for the Corporation as a whole based on Un-Audited Annual accounts.
- ii. 40% on submission of Final Cost Sheets/Cost Accounting Records for all accounting/cost centres and for the Corporation as a whole based on Audited Annual accounts.

The information shall satisfy the requirement regarding maintenance of Cost Accounting Records as specified in the Government of India notification/(Electricity Industry) Rules 2001.

Payment shall be released within 30 days after the submission of bill duly completed in all respects or acceptance of draft/final Cost Sheets/Cost Accounting Records for all accounting/cost centres and for the Corporation as a whole based on un-audited/audited accounts whichever is later as the case may be.

**13. Time Schedule for Completion of Assignment:**

- i. Draft Cost Sheets/Cost Accounting Records for all accounting/cost centres and for the Corporation as a whole based on Un-audited Annual Accounts shall be submitted within the 45 days from the date of submission of Un-audited Annual Accounts of the Corporation.
- ii. Final Cost Sheets/Cost Accounting Records for all accounting/cost centres and for the Corporation as a whole based on Audited Annual Accounts shall be submitted within the 30 days from the date of submission of Un-audited Annual Accounts of the Corporation.

14. The time allowed for carrying out the work as prescribed above shall be strictly observed by the professional firm as mentioned above with all the due diligence (time being deemed to be the essence of the contract on the part of the firm. If any delay is made in submission of Complete Cost Accounting record required under the Act to the satisfaction of PSTCL, the firm shall be liable to pay penalty an amount equal to one half percent (0.5%) subject to maximum of 5% of the professional charges payable.
15. All the statutory deduction shall be at the time of release of payments.

Company Secretary  
PSTCL



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**Performa for Submission of Tender**

<b>1. Name of Applicant (FIRM)</b>	
<b>2. Date of Establishment of Firm</b>	
<b>3. Address</b>	
<b>4. Experience ( in No. of years)</b>	
<b>5. Membership No. as Cost and Management Accountant with ICAI Kolkata.</b>	
<b>6. Membership valid up to</b>	
<b>7. Certificate of practice number (as cost accountant) and date of issue(attach copy)</b>	
<b>8. Certificate of practice as cost accountant valid up to. (attach copy) (working as cost accountant)</b>	
<b>9. Email address</b>	
<b>10. Phone/ Mobile</b>	
<b>11. Details of PAN(attach copy)</b>	

## 12. Scope of work

Scope	Amount of Quotation (inclusive of service tax, TA & DA and all other taxes)			
	Sr. No.	Year	Amount Quoted (In figures)	Amount Quoted (In Words)
To prepare and maintain Cost Accounting Records of PSTCL for FY 2014-15 and 2015-16 which includes collection of data, development and maintenance of Cost Accounting Records, preparation and submission of cost statements and reconciliation of cost records with financial record as required under Cost Accounting Records (Electricity Industries) Rules as amended from time to time notified by the Govt. of India, Ministry of Corporate Affairs.	1.	2014-15		
	2.	2015-16		

13. Details of experience (assignments done or in hand). (Attach separate sheet if necessary) (Attach Supportive documents like certificate of completion of assignment done).

## 14. Details of cost of tender document and EMD

Particulars	Amount of Draft Payable at Patiala	Demand Draft /Cash Receipt No.	Date of issue of Demand Draft	Name of the issuing Bank
Cost of Tender Document	Rs. 500/-			
Earnest Money Deposit	Rs. 5000/-			

I/We hereby submit that all the details furnished in the tender are correct and true. I/We shall also abide myself/our self to the terms and conditions of Tender Specifications issued by PSTCL for preparation and maintenance of Cost Accounting Records required under the Act as amended from time to time.

**15. Any other Details (attach separate sheet if required)**

**PLACE:**

**DATE:**

**Signature  
(WITH STAMP)**

**List of Documents to be attached:**

1. Self-Attested Copy of Certificate of Practice.
2. Self-Attested Copy of Certificate of Membership.
3. Self-Attested Copy of PAN.
4. Self-Attested Copy of proof of experience like certificate of completion of assignment done.
5. Self-Attested Copy of proof of Date of Establishment of Firm.
6. Demand Draft for Cost of tender document in a separate envelope.
7. Demand Draft for EMD in a separate envelope.