



ASSAM POWER DISTRIBUTION COMPANY LIMITED

Office of the Chief General Manager (HQ), APDCL
Bijulee Bhawan, 4th Floor, Paltanbazar
Guwahati-781 001, Fax: 0361- 27395214
Email: cgmhqpdcl@gmail.com

No. CGM (HQ)/APDCL/05/2013/82

Dated: 21.10.2013

NOTICE INVITING TENDER

Sealed tenders with validity upto 180 days are hereby invited from reputed firms of Chartered Accountants/Cost Accountants/Management Consultants for carrying out **Physical Verification of Assets including Stores and Inventories in APDCL for switching over to ERP.** The Tender Document in details can be downloaded by visiting APDCL website, www.apdcl.gov.in

Chief General Manager (HQ), APDCL
4th Floor, Bijulee Bhawan Paltanbazar
Guwahati-781 001

ASSAM POWER DISTRIBUTION COMPANY LIMITED



Bidding document (NIT No- **CGM (HQ)/APDCL/05/2013/82** dated-21.10.2013)

TERMS OF REFERENCE (TOR)
ENGAGING THE SERVICES OF THE FIRM OF
Chartered Accountants/Cost Accountants/Management Consultants

For Physical Verification of Assets including Stores and Inventories of APDCL and submission of reports as per predefined templates for the purpose of assigning the opening balance in the ERP being implemented in the organization.

LAST DATE/TIME OF SUBMISSION: 20.11.2013 upto 1 pm

Office of the Chief General Manager (HQ), APDCL
Bijulee Bhawan, 4th Floor, Paltanbazar
Guwahati-781 001, Fax: 0361- 27395214
Email: cgmhqapdcl@gmail.com

Tender Cost: Rs 5000/- (Rupees Five Thousand) only.



Section-I: Introduction

1.0. APDCL's Business

The Government of Assam initiated power reforms after enactment of the Electricity Act 2003. In tune with Power Reforms and Restructuring process Government of Assam and ASEB has undertaken unbundling of the Assam State Electricity Board (ASEB) into five different companies, One Generation, One Transmission, and Three Distribution companies in December 2004 to encourage competition and improve efficiencies of the power sector. The three distribution companies are again re-bundled into one entity, **Assam Power Distribution Company Limited (APDCL)**.

The Assam Power Distribution Company Limited was incorporated on **23rd October, 2009** as a **Public Limited Company** wholly owned by the **Government of Assam**. The object of the company is to undertake the Electricity Distribution, Trading and Supply in the state of Assam or outside, in accordance with provisions of Applicable Law.

The main object of the company is to develop, maintain and operate power distribution system in the state of Assam.

2.0. Context for ERP implementation

Currently, APDCL has taken up a major IT intervention project i.e. implementing the state of Art Commercial and Customer Management Systems under GOI funded R-APDRP in 86 towns. The proposed application systems under the R-APDRP will help APDCL in strengthening its consumer interfaces in terms of improvements to metering, billing, energy accounting, consumer payments and customer relationship management. In addition to this APDCL has also taken up implementation of ERP with SAP ERP Platform.

3.0. Overview of APDCL

APDCL's power distribution system consists of electrical network of 33kV, 11kV, Low Tension lines, 11/.4kV Pole mounted Sub-stations. The Sub-division office is the main process owner for carrying out maintenance activities for network and Sub-stations. There are specific roles of a Sub-division like Feeder maintenance Engineer, Sub-station in charge, Lineman, Sahayak etc. for maintenance of the system. Division offices and other upward nodes are mainly playing as approving and verifying authorities along with payment process execution.

The Finance and Accounts of APDCL functions at two levels: (1) Head Office (HQ) level and (2) Field level. The total area under APDCL is divided into Zones, Circles, Divisions and Sub-divisions for better control and administration. In total there are 4 Zones, 21 Circles, 44 Divisions and 158 sub- divisions.



The Sub-divisions are the lowest unit in the field hierarchy and are dedicated revenue centers. Divisions are next in hierarchy having about 3 to 4 Sub-divisions under it. In the field offices divisions are the lowest Accounting Units.

The division gets monthly data of cash book and revenue data from consumer ledger from all its subordinate Sub-divisions and prepares a Trial Balance (TB) for the division as a whole, after incorporating the expenditures incurred at the Division, including non-cash items. The TB is then sent to the HQ, at the end of every month to assist in the preparation of Final Accounts of APDCL.

There are 86 Accounting units in APDCL. The TB's of all these accounting units are consolidated in the year end, to prepare the final accounts of APDCL.

The Head Office has a total of 14 accounting units which are segregated Zone wise into 4 Zones. The accounting system of each Zone is as follows:

- Zonal Principal Account (LAR, CAR, UAR)
- Subsidiary Cash Account (LAR, CAR, UAR)
- Rural Electrification Accounting Unit (LAR, CAR, UAR)
- Distribution Accounting Unit (LAR, CAR, UAR)
- APDCL Corporate Principal Account
- CGM Materials Accounting Unit
- 3 Zonal level Accounting Unit (Field Offices)
- 21 Circle level Accounting Units (19 Electrical Circles, 1 Central Store Circle, 1 Civil Circle)
- 57 Divisional level Accounting Units (44 Electrical Divisions, 4 Divisional Stores, 3MTI Divisions, 5 Independent IRCA's,1 Building division)

APDCL has a Central store located at Guwahati, having a Circle office located at Ulubari with 3 Sub-divisions under the Circle office located at Kahilipara and Ulubari at Guwahati.

There are four Regional stores located at Tezpur, Bongaigaon, Jorhat, and Silchar which cater to the needs of the nearby Circles of APDCL, since the Central store at Guwahati is at a considerable geographical distance.

At local levels there are stores at Circle office which stores materials/CT-PT procured under deposit schemes. Also considering the spare constrains at office locations, material storage are also done at Sub-divisions/Sub-stations under a Circle office, but usually Goods of APDCL are either stored in the Central store or O&M Sub-divisions. The list of business locations of APDCL is given in annexure-1

The Assam Distribution Company Limited (APDCL) proposes to engage the services of reputed firms of Chartered Accountants/ Cost Accountants/ Management Consultants, having Techno Commercial experience for Physical Verification of Fixed Assets of APDCL including Stores and Inventories.



SECTION- II

1. 0 INSTRUCTIONS TO BIDDERS

1.1 Bidders are required to furnish the desired information and documents as are required in this document in English.

1.2 The Bid document should be typed out or filled in ink.

1.3 Any cutting/over-writing in the proposal or in the document must be avoided. If unavoidable, it should be signed by the signatory authorized to sign the tender document.

1.4 The Bidder is requested to collect the Tender Documents from APDCL office in Guwahati by paying the stipulated cost of the tender documents or the bidder can download the Tender Documents from APDCL website (www.apdcl.gov.in). The downloaded document from APDCL website must accompany a Demand Draft of Rs. 5000/- in favour of APDCL, Bijulee Bhawan, Guwahati-1, towards the cost of document. The tender document is not transferable.

1.5 APDCL, reserves the rights to modify the document by issuing amendment/ clarifications before the due date. Such amendment(s)/clarification(s) will be given on the website www.apdcl.gov.in. As such; concerned bidder may remain in touch with the official website of the APDCL for any amendment(s)/clarification(s) if any. In such an event, if it so arises, APDCL may allow time to the Bidders to modify their offers, if the bid has been submitted.

1.6 Pre bid meeting: APDCL at its discretion may arrange a pre bid meeting; date, time and venue will be as mentioned in the annexure-2

i) If any bidder desires any clarification on the bid document or seek any query on the bid documents, such request/query in writing must be received by APDCL latest by 4.11.2013 in the given format (Form-7). The request received after 4.11.2013 will not be entertained.

ii) APDCL will respond to the request/ query from the bidders in the pre-bid meeting (date, time and venue will be as mentioned in the annexure-2). Authorised representative of the bidders will be allowed to attend the pre-bid meeting. Personal queries from individual will not be entertained.

iii) If deemed fit, APDCL responses (including explanation of queries without identifying its source) will be up-loaded in the website after the pre-bid meeting in the form of a addendum/corrigendum and also the hard copies of the same may be collected from APDCL office.

1.7 The Bidders must invariably indicate that the proposal is **FIRM** and that it will remain valid for a period of not less than **180 days** from the date of opening of the price bid.

1.8 The bids can be rejected if:

- a) It is not received on or before the due date & time or not accompanied with the required documents & schedules.
- b) Bid is not accompanied with the earnest money indicated above. Downloaded Bid Document is not accompanied with the amount of Rs.5000/- towards cost of tender document.
- c) Proposal is not a firm price proposal.



d) Proposal is not valid for the requisite time period.

1.9 APDCL reserves the right to reject any proposal if:

- a) A material misrepresentation is made or discovered, or
- b) The Bidder does not respond to APDCL, asking for supplementary information required for the evaluation of the proposal within the given time period.
- c) A material misrepresentation is one that,
 - (i) If accepted, would affect in any substantial way the scope, quality or performance of the work specified in the Contract; or limit in any substantial way, inconsistent with the Bidding Document, the Employer's rights or the Bidder's obligations under the proposed Contract; or
 - (ii) If rectified, would unfairly affect the competitive position of other Bidders presenting substantially responsive bids.

1.10 In the event of the Bidder not responding to further information/ clarifications as may be required for the finalization of the bid, the APDCL reserves the right to reject the bid and to forfeit the earnest money furnished by such Bidders.

1.11 After opening of the bids and till finalization, APDCL will not enter into any correspondence with the bidders except for any clarification sought by APDCL.

1.12 The authorized representative must sign & stamp each page of the proposal.

1.13 The techno-commercial bid and price bid should be marked with page numbers and total number of pages should be mentioned in the upper right corner of the front pages of the each bid (Techno-commercial bid & Price bid).

1.14 Submission of Correct Bid proposal is the Bidder's responsibility. There will be no consideration for errors and omissions on part of the bidders.

1.15 It is clarified that APDCL is under no obligation to select any tendered firm of Chartered Accountants/ Cost Accountants/ Management Consultants, or to assign reasons for selecting or rejecting any particular firm.

1.16 ELIGIBILITY & QUALIFICATION CRITERIA

- i) Any and all the bidders will be considered eligible for bidding on meeting the pre-qualification criteria as defined in the annexure-3
- ii) One bidder can submit only one bid in response to this Tender Documents.
- iii) Bidding in consortium is allowed.

1.17 Arranging and Submission of bid: -

i) Four-envelope Bid procedure shall be adopted for preparation, submission and evaluation of the Bid. The Bidder shall accordingly prepare and submit the Bid in four (4) separate sealed envelopes (non-transparent) containing the following documents along with a checklist in the same sequence/order as mentioned below:

ii) Envelope-I: This envelope shall be sealed and superscribed as "**Envelope-I: Money Receipt / Cost of Tender Document and Bid Security**". This envelope shall contain the following:

- a) Copy of money receipt as proof of purchase of Tender Document OR Cost of Tender Document equal to INR 5000.00 (Indian Rupee Five Thousand only) in form of crossed Bank Demand Draft / Pay Order



drawn in favour of “Assam Power Distribution Company Limited” payable at Guwahati on any Scheduled Bank (in case the Tender Document is downloaded from the website of APDCL); and

b) Bid Security in accordance to clause 5 of section-IV.

c) Power of Attorney for the Authorized Signatory, who is submitting the proof of Cost of Tender / Bank Guarantee, with a copy of the Board resolution/resolution of the firm. (Refer Form: 3);

iii) Envelope-II: This envelope shall be sealed and superscribed as “**Envelope-II: Pre-qualification Bid**”.

This envelope shall contain three sealed inner envelopes, superscribed as “Original (Envelope-II)” (containing original documents as mentioned below, in hard copies and in CD-ROM), “First Copy (Envelope-II)” (containing duplicate copies of documents as mentioned below, in hard copies and in CD-ROM) and “Second Copy (Envelope-II)” (containing duplicate copies of documents as mentioned below, in hard copies and in CD-ROM):

a) Letter of Application (Refer Form: 1);

b) Particulars of Bidder (Refer Form: 2);

c) Power of Attorney for the Authorized Signatory with a copy of the Board resolution/ resolution of the firm. (Refer Form: 3);

d) Responses to pre-qualification criteria listed at Annexure: 3 including all supporting documents to substantiate compliance with pre-qualification criteria.

iv) Envelope-III: This envelope shall be sealed and superscribed as “**Envelope-III: Techno-commercial Bid**”.

This envelope shall contain three sealed inner envelopes, superscribed as “Original (Envelope-III)” (containing original documents as mentioned below, in hard copies and in CD-ROM), “First Copy (Envelope-III)” (containing duplicate copies of documents as mentioned below, in hard copies and CD-ROM) and “Second Copy (Envelope-III)” (containing duplicate copies of documents as mentioned below, in hard copies and in CD-ROM):

a) Full Tender Document duly signed by Authorized Signatory on each and every page. It shall be expressly agreed therein that the Bidder has read and understood the entire Tender Document and shall comply with the same, except what is stated in Deviation / Exclusion Statement (Refer Form: 10);

b) Responses to Technical Qualification Criteria listed at Annexure: 4 including all supporting documents;

Important Notes-

1. Sealed Envelope-III shall not contain any price information.

2. UNDER NO CIRCUMSTANCES, the Technical Bid document should exceed a total of 100 (One Hundred) pages, INCLUDING supporting certificates / citations, but excluding the response to Part 2 of this Tender Document and a copy of the signed RFP document. Technical Bids of Bidders not complying with this requirement SHALL NOT BE CONSIDERED for further evaluation.

v) Envelope-IV: This envelope shall be sealed and superscribed as “**Envelope-IV: Price Bid**” and shall contain the Price Bid strictly in conformity with the format given in Form: 8 (Schedule of Charges). The Schedule of Charges should be read in conjunction with all the other sections of the Tender Document. The Bidder shall be deemed to have studied the Scope of Work and to have acquainted with the conditions prevailing at sites and other offices where the Contract is to be executed.

vi) Outer Envelope: The sealed Envelope-I, sealed Envelope-II (containing three sealed inner envelopes), Envelope-III (containing three sealed inner envelopes) and sealed Envelope-IV shall together constitute the complete Bid and shall be enclosed in outer envelope and sealed.



All four envelopes, inner envelopes and outer envelope as specified above shall be clearly marked with **“Physical Verification of Assets including Stores and Inventories in APDCL for switching over to ERP” DO NOT OPEN BEFORE <DATE OF BID OPENING>, EXCEPT IN PRESENCE OF THE TENDER COMMITTEE**". All four envelopes, inner envelopes and outer envelope shall also bear the postal address of the Purchaser given in the Bid Datasheet (Refer Annexure: 2).

vii) All four envelopes (excluding inner envelopes and outer envelope) shall indicate the name, address and contact details of the Bidder so that the Bidder can be informed in case the Bid is declared “Late”.

viii) If all the envelopes are not sealed and marked as specified above, the Purchaser will assume no responsibility for the Bid’s misplacement or premature opening. If the outer envelope discloses the Bidder’s identity, the Purchaser will not guarantee the anonymity of the Bid submission, but this disclosure will not constitute grounds for Bid rejection

ix) Bids must be received by APDCL at the postal address as stated in the Bid Datasheet (Refer Annexure: 2) not later than the last date and time as stated in the Bid Datasheet (Refer Annexure: 2). In the event of the specified date for Bid submission being declared a holiday for the Purchaser, the Bids will be received up to the specified time on next working day.

xi) Any Bid received by the Purchaser after the last date and time of Bid submission prescribed by the Purchaser will be rejected and returned unopened to the Bidder.

1.18 Withdrawal or modification of Bid

i) Withdrawal or modification of Bid will not be allowed after last date and time of Bid submission as stated in the Bid Datasheet (Refer Annexure: 2). Withdrawal of Bid after last date and time of Bid submission will lead to forfeiture of Bid Security.

ii) Withdrawal or modification of Bid will be allowed till last date and time of Bid submission with the consent of the Purchaser in writing. Any withdrawal or modification of Bid without the consent of the Purchaser in writing will lead to forfeiture of Bid Security.

1.19 Bid Opening

Following procedure will be adopted for opening of bids:

- i) Stage-I:** Within one (1) hour of the Bid submission closing time, APDCL’s Tender Evaluation Committee shall open Envelope-I and Envelope-II of all the received bids in the presence of Authorised Representatives of the Bidders.
- ii) Stage-II:** APDCL’s Tender Evaluation Committee will open Envelope-III **only** for those Bidders who have submitted Money Receipt / Cost of Tender Document and Bid Security in the manner as prescribed in this Tender Document **as well as** meet all the pre-qualification criteria through Stage-I evaluation. The date, time and place for opening of Envelope-III will be communicated to the qualified Bidders separately. Only Authorized Representatives of qualified Bidders will be allowed to attend the opening of Envelope-III.
- iii) Stage-III:** APDCL’s Tender Evaluation Committee will open Envelope-IV of **only** those Bidders whose Techno-commercial Bid is acceptable to the Purchaser through Stage-II evaluation. The date, time and place for opening of Envelope-IV will be communicated to the qualified Bidders. Only Authorized Representatives of qualified Bidders will be allowed to attend the opening of Envelope-IV.
- iv)** Envelope-III and Envelope-IV in respect of Bidders whose Pre-qualification bids are not considered or acceptable to the Purchaser through Stage-I evaluation, will be retained under seal with APDCL. Further, Envelope-IV, in respect of Bidders whose Techno-commercial bids are not considered or acceptable to



the Purchaser through Stage-II evaluation, will be retained under seal with APDCL. The decision of the Purchaser shall be final and binding in this regard.

1.20 Bid Evaluation

- I) The Purchaser will examine the Bids to determine whether they are complete, or whether any computational errors have been made, or whether the documents have been properly signed and whether the Bids are generally in order and conform to all the terms, conditions and specifications of the Tender Document without any deviations.
 - ii) Prior to the detailed evaluation, the Purchaser will determine whether each Bid is of acceptable quality, is generally complete and is substantially responsive to the Tender Document. For purposes of this determination, a substantially responsive Bid is one that conforms to all the terms, conditions and specifications of the Tender Document without material deviations, objections, conditionality or reservations. A deviation, objection, conditionality or reservation is one (a) that affects in any substantial way the scope, quality or performance of the Contract; (b) that limits in any substantial way, inconsistent with the Tender Document, the Purchaser's rights or the successful Bidder's obligations under the Contract; or (c) whose rectification would unfairly affect the competitive position of other Bidders who are presenting substantially responsive bids.
 - iii) A Techno-commercial Bid may not be considered for evaluation in any of the following cases:
 - a) The Bid was submitted in the formats other than that mentioned in the RFP; or
 - b) The Bid included any information related to price.
 - iv) Arithmetical errors in the Price Bid will be rectified on the following basis: If there is a discrepancy between the product of unit price and quantity and the total price, the product of unit price and quantity will prevail and the total price will be corrected. If there is discrepancy between summation of subtotals and total price, the summation of subtotal price shall prevail, and the total price shall be corrected. If there is a discrepancy between words and figure, the amount in words will prevail. If Bidder does not accept the correction of errors, its Bid will be rejected and the Bid Security will be forfeited
 - V) During Bid evaluation, the Purchaser may, at its discretion, ask the Bidder for a clarification on any information provided in the Bid, to be responded to within a stipulated number of days to be specified by the Purchaser. The request for clarification and the response shall be in writing, to be communicated either through e-mail or through a paper-based communication, and no change in the price or substance of the Bid shall be sought, offered or permitted except to confirm the correction of arithmetical errors discovered by the Purchaser in the evaluation of the Bids, in accordance.
- vi) The evaluation of received Bids shall be done in three stages:**
- a. Stage-I: Pre-qualification of the Bidders**
 - i. Pre-qualification criteria are mandatory requirements to be met by the Bidder. The pre-qualification evaluation for Contractor will be done on the basis of information asked in Annexure: 3 and Form: 2.
 - ii. The Bidders will have to provide supporting document(s) sought for each of the criterion
 - b. Stage-II: Techno-commercial Evaluation of the Bidders**
 - i. Only those Bidders who qualify the Stage-I evaluation shall be considered for Stage-II evaluation.
 - ii. Techno-commercial Bid of the Bidder shall be opened and evaluated for acceptability of techno-functional requirements, deviations and techno-commercial suitability. In case of no response by the Bidder to any of the requirements with regard to the contents of the Techno-commercial Bid, he shall not be assigned any marks for the same.



iii. The Techno-commercial evaluation of the Bidder will be done on the basis of information asked in Annexure: 4. The marks will be given against each of the criterion as per the methodology specified in Annexure: 4.

The minimum technical score for qualifying this stage will be 60 marks out of a maximum of 100marks. Price Bids will not be opened for those Bidders who scored less than this minimum technical score.

c) Stage-III: Financial (Price Bid) Evaluation of the Bidders

i) Only those Bidders who qualify the Stage-II evaluation shall be considered for Stage-III evaluation. Price Bids will be opened for the Bidders who cleared Stage-II evaluation.

ii) The bid having the lowest price shall be termed as Lowest Evaluated Bid and will be awarded 100 marks. Financial score of the other bidders will be calculated on the basis of the following formula

Financial score of the bidder=Price of the lowest bidder x 100/price of the bidder

d) Final Score

Final score of the each Bidder will be determined on the basis of Quality & Cost Based System(QCBS) using the following formula:

Final Score = 0.5 x Technical Score + 0.5 x Financial Score

[Note: Maximum possible Technical Score / Financial Score / Final Score can be 100. Final Score will be rounded-off to nearest two decimals. *For example, 85.346 will be rounded-off to 85.35*]

1.21 Award of Contract

i) The Contract shall be awarded to the Bidder with Highest Final Score as computed as per above. In case of a tie between two Bids, the Bid with higher Technical Score shall be considered for award of Contract.

ii) Purchaser reserves the right to Accept Any Bid and to reject any or All Bids

iii) The Purchaser reserves the right to accept or reject any Bid, and to annul the bidding process and reject all Bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Purchaser's action.

iv) Prior to the expiration of the period of Bid validity, the Purchaser will notify the successful Bidder in writing by registered letter or by fax, to be confirmed in writing by registered letter, that its Bid has been accepted. The notification of award will constitute the formation of the Contract.

1.22 Bidder to obtain his own information

i) The Bidder shall for all purposes deemed to have independently obtained all necessary information for the purpose of preparing his Bid. The correctness of the details given in the Tender Document is for guideline information only, to help the Bidder to prepare his Bid.

ii) The Bidder shall be deemed to have examined the Tender Document and to have obtained his own information in all matters whatsoever that might influence carrying out the proposal at the scheduled rates and satisfied himself to the sufficiency of his Bid. Any error in description or quantity or omission there from shall not vitiate the Contract or release the Bidder from executing the work comprised in the Contract according to the scope of work and specifications at scheduled rates. He is deemed to know the scope, nature and magnitude of the work. The Bidder shall be deemed to have visited the sites, offices and surrounding areas, to have satisfied himself to the nature of all existing business processes and also as to the nature and the conditions of available facilities and communications and possible interruptions there to the access and egress from site and to have made enquiries, examined satisfied himself of the sites in respect to requirements for executing the works and to have made local independent enquiries on all matters affecting the Contract. He is deemed to have acquainted himself his liability for payment of statutory taxes, duties, levies, customs and other charges.



- iii) Any neglect or failure on part of the Bidder in obtaining necessary and reliable information or issues or any other matters affecting the Contract shall not relieve him from any risks or liabilities or the entire responsibility for executing the Contract at the scheduled rates and time in strict accordance with the Contract Agreement.
- iv) Any change in site conditions or technological requirement shall be binding on the Bidder and no extra claim on this account shall be entertained.
- v) The verbal agreement or inference from conversation with any employee of the Purchaser before, during or after the execution of the Contract Agreement shall not in any way affect or modify the terms and obligations herein contained.
- vi) The bidder and any of its authorized personnel or agents will be granted permission by the Purchaser to enter its premises and lands for the purpose of such inspection, but only upon the express condition that the bidder, its personnel and agents will release and indemnify the Purchaser and its personnel and agents from and against all liability in respect thereof and will be responsible for death or personal injury, loss of or damage to property and any other loss, damage, costs and expenses incurred as a result of the inspection.

Chief General Manager (HQ), APDCL



SECTION - III

1.1 SCOPE OF WORK

A. The Scope of the work is as follows:

1. Physical verification of each Fixed Asset including store and inventory of APDCL (The cut-off date shall be informed at the time of offering the award).
2. Collection of data in respect of each Asset including stores and inventories as per templates developed for ERP solution in APDCL.(Sample templates are provided in Annexure 6-a & 6-b)
3. Affixing of codes of each asset on the assets on the spot (The cut-off date shall be informed at the time of offering the award).
4. Reconciliation of asset base including store and inventory (value and number wise) with that appearing in the Fixed Asset Register and other documents regarding Store and Inventory being maintained by APDCL and report of differences. Suitable adjustment/accounting of the Excess and shortages is to be provided.
5. A complete list of shortage and excess of the fixed assets including stores and inventories is to be prepared separately giving full details as to the locations and book value etc. in respect of each unit/office. This list shall form a part of the final report
6. A complete list of obsolete/ unserviceable fixed assets including stores and inventories is to be prepared separately giving full details as to the locations and book value etc. in respect of each unit/office. This list shall form a part of the final report.
7. A detail list of movement of assets including assets and inventories during the period of physical verification is to be prepared. This list shall form a part of the final report.
8. Physical verification report in respect of each unit/office is to be confirmed with counter signature and acceptance by the competent authority of the respective units/office.
9. Holding of meeting at regular intervals with management of APDCL and Implementation Partner of ERP solution.

B. Phases of work:

The work shall be carried out in two phases.

I) Phase-I shall cover all the offices covered under Phase-I of implementation of ERP solution.

1. Guwahati El Circle-I
2. Guwahati El Circle-II
3. Lower Assam Civil Circle
4. Central Store Circle
5. All office establishment of APDCL at HQ & GM office of LAZ at Guwahati
6. Tezpur El Circle
7. Jorhat El Circle etc.

II) Phase-2 shall cover the other business locations of APDCL after completion of phase-I



C. Tenure of Assignment:

The Assignment shall be implemented in accordance with the Scope of Work as above. The time schedule for the completion of works is 4(four) months from the date of signing of the contract agreement.

1.2 Deliverables:

The contractor is required to submit the specific deliverables (Fixed Assets/Store/Inventory Register, Physical Verification Reports, and Reconciliation Reports etc.) within stipulated period, as required during contract period. The firm is required to deploy personnel with adequate experience in the respective area, for continuous interaction with management for the period of consultancy. The firm should endeavour that all documents are computerised and editable/reproducible. The firm shall ensure that any information, data, and studies pertaining to assignment and collected from APDCL, shall not be provided/passed to any third party without prior consent/ approval of APDCL.

The contractor is required to submit the deliverables in **soft copy as well as 4(four) hard copies of each.**

1.3 Teams to be deployed for the assignment after issue of letter of intent:

The successful bidder shall form and depute requisite numbers of teams for timely completion of the assignment, each team comprising of personnel having the following minimum qualification and experience.

Sr. No	Particulars	Minimum Qualification	Minimum Experience	Area of experience
1	Team Leader	Chartered Accountant/Cost Accountant	Three years	Statutory Audit / Management Audit/ Concurrent Audit/ Internal Audit/ External Audit of Accounts/Records/ Preparation of Fixed Assets Registers/ Physical Verification of Assets
2	Technical Assistant	B.Tech./B.E. (Electrical)	Three years	Electricity Industry
3	Support Staff	Graduate from any stream preferably Commerce Graduate	One year	Basic knowledge of MS Office, Book Keeping



Section-IV Commercial Conditions of the proposal:

(1) **Counter Part Arrangements:** The bidders are required to provide their services at APDCL. As a counterpart arrangement, the concerned officers shall be designated for providing the requisite data & inputs for the proposed assignment.

(2) **Letter of Intent:** Acceptance of a Bid Proposal, APDCL shall communicate by issue of a LOI (Letter of Intent).

(3) **Acceptance of Letter of Intent and Agreement:** On signing of Contract agreement, the contract shall come into force. The successful bidder shall return a duly signed & stamped copy of the LOI within 15 days of the issue of LOI and shall also enter into the Contract Agreement with APDCL within 30 days from the date of issue of LOI, on a non-judicial stamp paper of requisite value with the Chief General Manager (HQ), APDCL, Bijulee Bhawan, Guwahati-1. The stamp duty is to be borne by the bidder. The bidder shall also furnish security deposits in the form of a Bank Guarantee along with the contract agreement and shall be kept in full force and effect, for the full term of the Contract Agreement which shall be valid till 180 days after the due date of completion of contract with a claim period of another 90 days.

(5) **Earnest Money Deposit/Bid Security:** The Consultant shall be required to submit fixed Earnest Money of Rs. 2,00,000/- (Rupees Two Lacs) only in the form of cash or demand draft favouring the Chief General Manager (HQ), APDCL, Bijulee Bhawan, Guwahati-1 payable at Guwahati along with the tender, which shall be refunded on submission of security deposit. If the Earnest money is not submitted with the proposal or is not found in order, the Technical Proposal will not be opened and the Bid shall be rejected. The Earnest Money Deposit of the unsuccessful bidder will be returned after signing of the contract agreement with APDCL by the successful bidder without claim of any interest.

(6) **Commencement date:** The date of commencement of work shall be from the date of signing of the contract agreement.

(7) **Contract Agreement:** The successful bidder has to enter into the contract agreement within 30 days of issue of LOI on Non Judicial Stamp Paper of requisite value. The stamp duty shall be borne by the bidder.

(8) **Security Deposit:** The successful Bidder shall furnish the security deposit equivalent to 10% of the value of the contract by way of Performance Bank Guarantee. The same will be released after satisfactory completion of the contract. The Porforma of Performance Bank Guarantee is enclosed. The performance bank guarantee should be valid till 180 days after due date of completion of contract.

(9) Payment Terms:

I) On completion of work as mentioned in Phase-I, 20% of the contract price.

II) On completion of the work as mentioned in phase –II, 60% of the contract price.

Balance 20% of the contract price shall be released after 3(three) months on successful completion of the assignment in all respect.

The firm shall raise invoices along with the details of deliverables to the office of Chief General Manager (HQ), APDCL Bijulee Bhawan Guwahati-1 and after verification of the invoices; the payment shall be released from the HQ APDCL, within 60 days. All statutory deductions i.e. income tax as per Income Tax



Act applicable or other taxes are deductible from the consideration payable by the Employer to the Consultants, the Employer shall be entitled to deduct such taxes and pay the net amount to the Consultants.

(10) **Assignment:** The firm shall not assign or transfer the Contract Agreement, in whole or in part, to any other consultant or any other party.

(11) **Force Majeure:** If the firm or APDCL are prevented from performing any of its obligations under the Contract Agreement due to causes such as fire, Acts of God, or elements, embargoes, governmental orders, both the parties to the contract shall be excused from the non-performance of their obligations during the period that such cause continues to exist and both the parties shall be kept harmless, however, the period allowed for performance of the contract shall be extended by the period equivalent to force majeure period.

(12) **Indemnity:** If, for any reason or resulting from any cause whatsoever, any statement, representation or warranty set forth in the Bid Proposal and Contract Agreement is found to have been materially incorrect or untrue when made, in breach or fails to prove to be true, the bidder shall be fully liable to any and all liability, damage, any third party claims, costs and expenses including legal fees arising from such misrepresentation, breach or incorrect statement. The Firm shall indemnify and keep indemnified the Employer fully and hold harmless against any and all liabilities, costs, expenses including legal fees, third party claims of infringement of copyright, trademarks, trade names, patents and other intellectual property rights subsisting in or used in connection with the Assignment to Assam Power Distribution Company Limited (APDCL) including all documentation and manuals relating thereto including any original authorship of further developmental works or derivative works made. The bidder/firm shall indemnify the Employer against all actions, suits, claims, demands, costs or expenses arising in connection with death or injuries suffered by persons employed by the Consultants under any applicable Law for the time being in force.

(13) **Compliance with laws:** The Bidder shall conform to and comply with all applicable Laws of the state or Central Government and/or any Legal Authority, bye-laws of the Employer and all other local authorities including without limitation to industrial and labour laws and tax laws.

(14) **Liquidated damages and Penalties:** In case of failure to complete the work in time as per scope of work, the contractor shall be levied the penalty, as liquidated damage, @ 0.50% per week or part thereof of the total contract price subject to maximum of 10% of the total contract price, subject to force majeure

(15) **Arbitration:** All matters, questions, disputes, differences and/or claims arising out of and/or concerning, and/or in connection with, and/or in consequence of, and /or relating to any contract under these Regulations, whether or not obligations of either or both the Supplier and the Corporation under that contract be subsisting at the time of such dispute and whether or not the contract has been terminated or purported to be terminated or completed, shall be referred to the sole arbitration of CMD, APDCL or an officer appointed by CMD, APDCL or an officer appointed by CMD, APDCL as his nominee. The award of the Arbitrator shall be final and binding on both the parties to the contract.

The objection that the Arbitrator has to deal with matters, to which the contract relates, in the course of his duties or, he has expressed his views on any or all of the matters in dispute or difference, shall not be considered as a valid objection.



The Arbitrator may, from time to time, with the consent of the parties to the contract enlarge the time for making the award. The venue of the arbitration shall be Guwahati, Assam or such other place as the Arbitrator, in his discretion, may determine.

All arbitration proceedings under this Regulation shall be governed by the provisions of the Arbitration and Conciliation Act, 1996 and the Rule there under, with any statutory modifications thereof for the time being in force.

(16) **Jurisdiction of Courts:** The courts at Guwahati shall alone have exclusive jurisdiction to decide any dispute arising out of or in respect of the contract.

(17) **Termination of Agreement:** If the work entrusted is not proper and to the satisfaction of APDCL and if the work of the Bidder continues to be unsatisfactory, the agreement shall be terminated by APDCL by giving a notice of 10 days at any time during subsistence of this agreement. The same will be entrusted to another firm and the extra expenditure incurred by the APDCL will have to be borne by the Bidder/Firm. Security deposited by the firms shall also stand forfeited.

(18) **Negligence & Risk Coverage:** If the Bidder/ Firm contravenes the provisions of this contract or fails to provide efficient services or refuses to comply with any reasonable order given in writing by the Controlling officer of APDCL or authorized representatives, a one week notice shall be served upon him to correct himself and to execute this contract in true spirit. If a Bidder/ Firm fail to take notice of such notice served upon him, APDCL shall be at liberty to take the work wholly or in part, out of the Bidder/Firm and re-contract with any other person(s) at the cost of the Bidder/Firm. Any extra expenditure incurred by the Employer on such re-contracting shall also be recoverable from the agency, in addition to the APDCL right or claim for liquidated damages. It shall also be lawful for the APDCL to forfeit either in whole or in part, in its absolute discretion, the security deposit furnished by the Bidder/Firm. The forfeiture of the security deposit shall be without prejudice to the right of APDCL to recover any further amount of any **liquidated and/or other damages** to the maximum of 10% of the total value of the contract, undue payment or overpayment made to the Bidder/ Firm under this contract or any other contract.

(19) **Confidentiality:** The terms of the Bid, Letter of Intents, Contract Agreement and all information disclosed by the Employer and obtained by the Bidder/Firm in connection with the Assistance to Assam Power Distribution Company (APDCL) shall remain the exclusive property of the Employer and shall not be disclosed by the Bidder/Firm to any third party other than without prior written consent of the Employer.

(20) **Extension of time for completion of contract:** If at any time during performance of the Contract, the Contractor or its Sub-Contractors should encounter conditions impeding timely delivery of the services, the Contractor shall promptly notify APDCL in writing of the delay, its likely duration, and its cause. As soon as practicable after receipt of the Contractor's notice, APDCL shall evaluate the situation and may at its discretion extend the Contractor's time for performance of the Contract, in which case the extension shall be ratified by APDCL and the Contractor by amendment of the Contract.

Except in case of Force Majeure a delay by the Contractor in the performance of its delivery and completion obligations shall render the Contractor liable to the imposition of liquidated damages, unless an extension of time is granted and agreed upon.

(21) **Contract Price-**Contract Price shall mean the price or prices as specified in the Contract Agreement. This shall be subject to any additions and adjustments thereto and deductions there from, as may be made



pursuant to the contract. Prices charged by the contractor for the Services under the contract shall not vary from the bid.

(22) **Language**-The language of the Contract Documents shall be English.

(23) **Applicable of Laws**-The laws that apply to the Contract are the Laws of Union of India.

(24) **Currency**-The Currency of the Contract is Indian Rupees.

Chief General Manager, (HQ), APDCL



Annexure: 1 List of APDCL Business Locations

Organisational Level	Units
Head Office	APDCL
Region	UAR
Region	LAR
Region	CAR
Zone	Lower Assam Zone
Circle (Elect)	Bongaigaon El. Circle
Div	Bongaigaon El. Division
Sub-Div	Bongaigaon El. Sub-Divn.-I
Sub-Div	Bongaigaon El. Sub-Divn.-II
Sub-Div	Abhayapuri El. Sub-Divn.
Sub-Div	Bijni El. Sub-Divn.
Div	Goalpara El. Division
Sub-Div	Goalpara El. Sub-Divn.
Sub-Div	Damara El. Sub-Divn.
Sub-Div	Dhupdhara El. Sub-Divn.
Sub-Div	Lakhipur El. Sub-Divn.
Sub-Div	Mankachar El. Sub-Divn.
ECSC	Rangjuli ECSC
Circle (Elect)	Kokrajhar El. Circle
Div	Kokrajhar El. Division
Sub-Div	Kokrajhar El. Sub-Divn.
Sub-Div	Fakiragram El. Sub-Divn.
Sub-Div	Shapatgram Sub Centre
Sub-Div	Gosaigaon El. Sub-Divn.
Sub-Div	Basugaon El. Sub-Divn.
Sub-Div	Chapar El. Sub-Divn.
ECSC	Sarfunguri ECSC
ECSC	Chapar ECSC
Div	Dhubri El. Division
Sub-Div	Dhubri El. Sub-Divn.
Sub-Div	Gauripur El. Sub-Divn.
Sub-Div	Bilasipara El. Sub-Divn.
Sub-Div	Golakganj El. Sub-Divn.
	Agomoni El Sub-div
Circle (Elect)	Mangaldai El. Circle
Div	Mangaldai El. Division
Sub-Div	Mangaldoi El. Sub-Divn.
Sub-Div	Kharupetia El. Sub-Divn.
Sub-Div	Sipajhar El. Sub-Divn.
Div	Udalguri El. Division
Sub-Div	Udalguri El. Sub-Divn.
Sub-Div	Tangla El. Sub-Divn.
Sub-Div	Mazbat El. Sub-Divn.
ECSC	Kalaigaon ECSC
Circle (Elect)	Rangia El. Circle
Div	Rangia El. Division
Sub-Div	Rangia El. Sub-Divn-I



Sub-Div	Rangia El.Sub-Divn-II
Sub-Div	Baihata Chariali El. Sub-Divn.
Sub-Div	Tamulpur El. Sub-Divn.
ECSC	Gareswar ECSC
Div	Nalbari El. Division
Sub-Div	Nalbari El. Sub-Divn.-I
Sub-Div	Nalbari El. Sub-Divn.-II
Sub-Div	Chamata El. Sub-Divn.
Sub-Div	Chamata El. Sub-Divn.
ECSC	Mukalmuwa ECSC
Circle (Elect)	Barpeta El Circle
Div	Barpeta El. Division
Sub-Div	Barpeta El. Sub-Divn.
Sub-Div	Barpeta Road El. Sub-Divn.
Sub-Div	Sarbhog El. Sub-Divn.
Sub-Div	Sarthebari El Sub Division
Div	Pathsala El. Division
Sub-Div	Pathsala El. Sub-Divn.
Sub-Div	Tihu El. Sub-Divn.
Sub-Div	Barama El. Sub-Divn.
ECSC	Sarupeta ECSC
Circle (Elect)	Guwahati El. Circle-I
Div	Guwahati El. Division (C)
Sub-Div	Ulubari El. Sub-Divn.
Sub-Div	Paltanbazar El. Sub-Divn.
Sub-Div	Fancy Bazar El. Sub-Divn.
Sub-Div	Fatasil El. Sub-Divn.(Machkhowa)
Div	Guwahati El. Division (N)
Sub-Div	Chandmari El. Sub-Divn.
Sub-Div	Uzanbazar El. Sub-Divn.
Sub-Div	Narangi El. Sub-Divn.
Div	Guwahati El. Division (E)
Sub-Div	Capital El. Sub-Divn.
Sub-Div	Zoo-road El. Sub-Divn.
Sub-Div	Kalapahar El. Sub-Divn.
Div	Guwahati El. Division (S)
Sub-Div	Sonapur El. Sub-Divn.
Sub-Div	Basistha El. Sub-Divn.
Sub-Div	Garhbhanga El. Sub-Divn.
Circle (Elect)	Guwahati El. Circle-II
Div	Guwahati El. Division (W)
Sub-Div	Jalukbari El. Sub-Divn.
Sub-Div	Sualkuchi El. Sub-Divn.
Sub-Div	Hajo El. Sub-Divn.
Sub-Div	Amingaon El. Sub-Divn.
ECSC	Dol Govinda ECSC
Div	Mirza El. Division
Sub-Div	Mirza El. Sub-Divn.
Sub-Div	Chaygaon El. Sub-Divn.
Sub-Div	Boko El. Sub-Divn.
Sub-Div	Ajara Elect Sub-div
ECSC	Nagarbera ECSC



Zone	Upper Assam Zone,Jorhat
Circle (Elect)	Dibrugarh El. Circle
Div	Duliajan El. Division
Sub-Div	Bardubi El Sub-Divn
Sub-Div	Namrup El Sub-Divn
Sub-Div	Tingkhong El Sub-Divn
Sub-Div	Naharkatia El Sub-Divn
Sub-Div	Rajghar El Sub-div
ECSC	Tengaghat ECSC
Div	Dibrughar El. Division
Sub-Div	Dibrugarh El Sub-Divn-I
Sub-Div	Dibrugarh EL Sub-Divn-II
Sub-Div	Dibrugarh EL Sub-Divn-III
ECSC	Barbaruah ECSC
ECSC	Ghuramara ECSC
Circle (Elect)	Tinsukia El Circle
Div	Digboi El. Division
Sub-Div	Margherita El Sub-Divn
Sub-Div	Digboi El Sub-Divn
Sub-Div	Doomdooma El Sub-Divn
Sub-Div	Chapakhowa El Sub-Divn
ECSC	Ledo ECSC
ECSC	Talap ECSC
Div	Tinsukia El. Division
Sub-Div	Tinsukia El Sub-Divn-I
Sub-Div	Tinsukia El Sub-Divn-II
Sub-Div	Tinsukia El Sub-Divn-III
ECSC	Makum ECSC
Circle (Elect)	Jorhat El. Circle
Div	Jorhat El. Division-I
Sub-Div	Jorhat El Sub-Divn-I
Sub-Div	Jorhat El Sub-Divn-II
Sub-Div	Jorhat El Sub-Div-III
Sub-Div	Dergaon El Sub-Divn
Div	Jorhat El. Division-II
Sub-Div	Titabar El. Sub-Divn.
Sub-Div	Mariani El. Sub-Divn.
Sub-Div	Majuli El. Sub-Divn.
Div	Teok El. Division
Sub-Div	Teok El Sub-Divn
Sub-Div	Kakojan El Sub-Divn
Circle (Elect)	Golaghat El Circle
Div	Golaghat El. Division
Sub-Div	Golaghat El Sub-Divn-I
Sub-Div	Golaghat El Sub-Divn-II
Sub-Div	Bokakhat El Sub-Divn
Sub-Div	Kamargaon El Sub-Divn
Sub-Div	Sarupathar El Sub-Divn
ECSC	Khumtai ECSC
ECSC	Merapani ECSC
ECSC	Uriamghat ECSC
Circle (Elect)	Sivasagar El. Circle
Div	Sivasagar El. Division



Sub-Div	Sivasagar EI Sub-Divn-I
Sub-Div	Sivasagar EI Sub-Divn-II
Sub-Div	Gaurisagar EI Sub-Divn
ECSC	Dishangmukh ECSC
Div	Moran EI. Division
Sub-Div	Moran EI Sub-Divn
Sub-Div	Demow EI Sub-Divn
ECSC	Nitai Pukhuri ECSC
Div	Nazira EI. Division
Sub-Div	Nazira EI Sub-Divn
Sub-Div	Amguri EI Sub-Divn
Sub-Div	Charaideo EI Sub-Divn
ECSC	Namti Chariali ECSC
ECSC	Salkathom ECSC
ECSC	Galeky ECSC
Zone	North Assam Zone
Circle (Elect)	North Lakhimpur EI. Circle
Div	Chilapathar EI. Division
Sub-Div	Chilapathar EI Sub-Divn
Sub-Div	Jonai EI Sub-Divn
Div	North Lakhimpur EI. Division
Sub-Div	North Lakhimpur EI Sub-Divn
Sub-Div	Bihpuria EI Sub-Divn
ECSC	Narayanpur ECSC
ECSC	Laluk ECSC
ECSC	Baginadi ECSC
ECSC	Gogamukh ECSC
ECSC	Nowbaisha ECSC
Div	Dhemaji EI. Division
Sub-Div	Dhakuakhana EI Sub-Divn
Sub-Div	Dhemaji EI Sub-Divn
Sub-Div	Ghilamara EI Sub-Divn
Circle (Elect)	Tezpur EI. Circle
Div	Tezpur EI. Division
Sub-Div	Tezpur Electrical Sub-Divn. - I
Sub-Div	Tezpur Electrical Sub-Divn. - II
Sub-Div	Rangapara Electrical Sub-Divn.
Sub-Div	Balipara Electrical Sub-Divn.
Div	Dhekiajuli EI Division
Sub-Div	Dhekiajuli Electrical Sub-Divn. - I
Sub-Div	Dhekiajuli Electrical Sub-Divn. - II
Div	Chariali EI Division
Sub-Div	Chariali Electrical Sub-Divn
Sub-Div	Jamuguri Electrical Sub-Divn
Sub-Div	Chootea Electrical Sub-Divn
Sub-Div	Gohpur Electrical Sub-Divn
Circle (Elect)	Nagaon EI Circle
Div	Nagaon EI. Division -I
Sub-Div	Nagaon Electrical Sub-Divn. - I
Sub-Div	Nagaon Electrical Sub-Divn. - II
Sub-Div	Nagaon Electrical Sub-Divn. - III
Div	Nagaon EI. Division -II



Sub-Div	Samaguri El. Sub-Divn.
Sub-Div	Raha El. Sub-Divn.
Sub-Div	Kaliabor El. Sub-Divn.
Sub-Div	Dhing El. Sub-Divn.
ECSC	Rupahi ECSC
ECSC	Bardowa ECSC
Div	Hojai Elect Div.
Sub-Div	Hojai Electrical Sub-Divn.
Sub-Div	Lanka Electrical Sub-Divn.
Sub-Div	Kathiatoli Electrical Sub-Divn.
ECSC	Kampur ECSC
Circle (Elect)	Marigaon El Circle
Div	Morigaon El. Division
Sub-Div	Marigaon El.Sub-Divn.
Sub-Div	Jagiroad El.Sub-Divn.
Sub-Div	Laharighat El.Sub-Divn.
Sub-Div	Charaibahi El.Sub-Divn.
Sub-Div	Jhargaon El.Sub-Divn.
ECSC	Jajari ECSC
ECSC	Khetri ECSC
Zone	Barak Valley Zone
Circle (Elect)	Cachar El. Circle
Div	Silchar El. Division-I
Sub-Div	Silchar Electrical Sub-Divn. - I
Sub-Div	Silchar Electrical Sub-Divn. - II
Sub-Div	Silchar Electrical Sub-Divn. - III
Sub-Div	Sonai Electrical Sub-Divn.
Div	Silchar El. Division-II
Sub-Div	Lakhipur Electrical Sub-Divn.
Sub-Div	Kalain Electrical Sub-Divn.
Sub-Div	Udharbond Electrical Sub-Divn.
Circle (Elect)	Badarpurghat El Circle
Div	Hailakandi El. Division
Sub-Div	Hailakandi Electrical Sub-Divn
Sub-Div	Lala Electrical Sub-Divn
Sub-Div	Ramkrishna Nagar Electrical Sub-Divn
Sub-Div	Durlabhcherra Electrical Sub-Divn
Div	Karimganj El. Division
Sub-Div	Karimganj Electrical Sub-Divn
Sub-Div	Lowairpowa Electrical Sub-Divn
Sub-Div	Nilam Bazar Electrical Sub-Divn
Sub-Div	Badarpur Electrical Sub-Divn
Sub-Div	Patharkandi Electrical Sub-Divn
Circle (Elect)	Kanch El Circle
Div	Diphu El. Division
Sub-Div	Diphu Electrical Sub-Divn. - I
Sub-Div	Diphu Electrical Sub-Divn. - II
Sub-Div	Lumding Electrical Sub-Divn.
Sub-Div	Bokajan Electrical Sub-Divn.
Div	Haflong El. Division
Sub-Div	Haflong Electrical Sub-Divn.



Sub-Div	Umrangsu Electrical Sub-Divn.
Sub-Div	Mahur Electrical Sub-Divn.
Sub-Div	Maibong Electrical Sub-Divn.
Div	Howraghat El. Division
Sub-Div	Howraghat Electrical Sub-Divn.
Sub-Div	Donkamokam Electrical Sub-Divn.
Sub-Div	Hamren Electrical Sub-Divn.
Sub-Div	Kheroni Electrical Sub-Divn.
ECSC	Dokmoka Rev Collection Centre
Civil offices	
Circle (Civil)	Lower Assam Civil Circle, Narangi
Div	Guwahati Building Division, Narangi
Sub-div	Guwahati Civil Sub-div, Narangi
Store offices	
Circle (Store)	Central Store Circle, Ulubari
Div	Central Store Div, Bongaigaon
Div	Central Store Division, Tezpur
Div	Central Store Division, Silchar
Div	Central Store Divn., Jorhat
T&C offices	
Div(Independent)	T&C Division, Tezpur
Div(Independent)	T&C Division, Jorhat
Div(Attached with Circle)	T&C Division, Mangaldai
Div(Attached with Circle)	T&C Division, Dibrugarh
Div(Attached with Circle)	T&C Division, Tinsukia
Div(Independent)	T&C Division-I, Guwahati(GEC-I)
Div(Attached with Circle)	T&C Division, Sibsagar
Div(Attached with Circle)	T&C Division, Rangia
Div(Attached with Circle)	T&C Division, Kokrajhar
Div(Attached with Circle)	T&C Division, Lakhimpur
Div(Attached with Circle)	T&C Division, Silchar
Div(Attached with Circle)	T&C Division-II, Guwahati (GEC-II)
Div(Attached with Circle)	T&C Division, Pathsala
Div(Attached with Circle)	T&C Division, Bongaigaon
Div(Attached with Circle)	T & C Division, Nagaon
Div(Attached with Circle)	T & C Division, Kanch
Industrial Revenue Collection Area(IRCA)	
IRCA(Attached with Circle)	Bongaigaon IRCA
IRCA(Attached with Circle)	Mangaldai IRCA



IRCA(Attached with Circle)	IRCA Rangia
IRCA(Attached with Circle)	IRCA,Barpeta
IRCA(Attached with Circle)	IRCA-II
IRCA(Attached with Circle)	IRCA,Dibrugarh
IRCA(Attached with Circle)	Sivasagar IRCA
IRCA(Attached with Circle)	North Lakhimpur IRCA
IRCA(Attached with Circle)	Nagaon IRCA
IRCA(Independent)	IRCA-I
IRCA(Independent)	Badarpurghat
IRCA(Independent)	Tezpur IRCA
IRCA(Independent)	Jorhat IRCA
IRCA(Independent)	Tinsukia IRCA

Note- This list is not exhaustive. The number and the name of the business locations may change at different point of time.



Annexure-2 Bid Datasheet

Tender Document No	CGM(HQ)/APDCL/05/2013/82
Type of Bidding	National Competitive Bidding
Method of Selection of Successful bidder	Quality and Cost Based Selection(QCBS)
Date of publication of NIT	21.10.2013
Date of availability of Tender documents in APDCL website- www.apdcl.gov.in	21.10.2013
Start date of sale of printed copy of Tender Document at APDCL	22.10.2013 (Tender documents will be available for sale from 11 am to 4 pm on all working days till the last date of sale, except for Saturdays, Sundays and other Public Holidays of APDCL at the Office of Office of the Chief General Manager (HQ), APDCL Bijulee Bhawan, Material Section, 6th Floor, Paltanbazar)
Last date of sale of Tender Documents	20.11.2013
Last date of receipt of queries (through e-mail also) on Tender Documents by APDCL	4.11.2013
Date, venue and time of pre-bid meeting	6.11.2013, Conference Hall, Ground Floor, Bijulee Bhawan at 2.00 pm
Date of notification of Corrigendum, if any	11.11.2013
Last date and time of Technical and Financial Bid submission	20.11.2013, 1.00pm
Bid Security to be submitted along with the bid	INR 2 lacs (Indian Rupees TwoLakhs Only) by way of crossed bank Demand Draft (DD) / Pay Order (PO) / Bankers Cheque (BC) of any Scheduled Bank drawn in favour of Assam Power Distribution Company Limited payable at Guwahati
Minimum period of Bid validity	One hundred and eighty (180) calendar days from the next day of the last day of bid submission.
Name and address of Nodal Officer	Mr. Chandan Sharma, AGM(T&C/HQ) O/o the CGM(HQ), 4 th Floor, Bijulee Bhawan, Paltanbazar, Guwahati, Assam-781001 Mobile No-+919864150106 E-mail-cgmhqpdcl@gmail.com



Annexure: 3 Pre-qualification Criteria for Bidders

Sl No	Parameters	Requirement Description	Supporting Document(s) Required
1	Financial Strength of the firm	Average annual turnover of the bidders shall not be less than INR 100 lac (INR One hundred lac) for the last three years.	Audited Accounts for FY09-10, FY10-11 and FY11-12
2	Experience of Practice	Minimum Experience in practice of the firm should not be less than 5(FIVE) years	Certificate of incorporation .
3	Work experience as Statutory Audit/Cost Audit/Management Audit/Internal Audit/External audit of Accounts/Preparation of fixed assets register/Physical verification of assets ,Stores & Inventories etc.	At least 10(ten) companies and out of which the annual turnover of at least 5(Five) companies should be equal to or more than INR 300 crores. Also amongst the 10(ten) companies, at least one must be a power sector company with turnover not less than INR 400 crores.	Relevant Certificate/documents



Annexure: 4 Technical Evaluation Criteria for Bidders

Sl No	Parameters	Supporting documents required	Maximum Marks	Methodology for computation of marks.
1	Financial Strength of the firm	Audited annual accounts for years ending 2011-12	10	1 mark for each additional average turnover of INR 25 lacs over the average turnover beyond INR 100 lacs of last three years ending 2011-12 subject to maximum score of 10 marks
2	Experience of Practice	Certificate of incorporation	10	2 mark for each additional year of experience beyond 5 years subject to maximum score of 10 marks.
3	Work experience as Statutory Audit/Cost Audit/Management Audit/Internal Audit/External audit of Accounts/Preparation of fixed assets register/Physical verification of assets ,Stores & Inventories	Relevant Certificate/documents	10	1 mark for experience in each company with turnover equal to or more than INR 300 crores.
4	Work experience in public sector utilities in India as Statutory Audit/Cost Audit/Management Audit/Internal Audit/External audit of Accounts/Preparation of fixed assets register/Physical verification of assets ,Stores & Inventories etc.		20	2 marks for experience in each company (PSUs which have already been considered in sl 3 above will not be considered again)) with turnover equal to or more than INR 300 crores.



5	Work experience in Public Sector power utilities/SEBs in India as Statutory Audit/Cost Audit/Management Audit/Internal Audit/External audit of Accounts/Preparation of fixed assets register/Physical verification of assets ,Stores & Inventories etc		20	2 marks for experience in each company(PSUs which have already been considered in sl 2 & 3 above will not be considered again) with turnover equal to or more than INR 400 crores.
6	Key Professional Staff Qualification and experience	Latest CVs in specified formats	15	<p>i) Professional expert-3 marks(Per person) up to maximum 9 marks Minimum qualification-Chartered accountant/Cost accountant Minimum Experience-5 years</p> <p>ii) Technical expert-2 marks (per person) up to maximum 6 marks. Minimum qualification-B Tech/BE(Electrical) Minimum Experience-3 years</p>
7	Approach and Methodology	Detail of approach and methodology to be provided in the Technical bid	5 10	Write up on approach and methodology Power-point presentation.



Annexure-5: Forms**Form-1 Letter of Application**

(On Company Letterhead of the Bidder)

Date: / /2012

Chief General manager (HQ)

Assam Power Distribution Company Limited (APDCL)

4th Floor, Bijulee Bhawan, Paltanbazar

Guwahati-781 001, Assam, India

Dear Sir,

- Being duly authorized to represent and act on behalf of <Name of Applicant>

_____ (hereinafter referred to as "the Applicant"), and having reviewed and fully understood all the pre-qualification criteria provided, the undersigned hereby apply to be pre-qualified by yourselves as a Bidder for "Physical Verification of Assets including Stores and Inventories in APDCL for switching over to ERP".

- Attached to this letter are copies of original documents defining:
- The Applicant's legal status:
- The principal place of business:
- The place and date of incorporation:

You and your authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and techno-commercial aspects. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the applicant(s).

You and your authorized representatives may contact the person(s) indicated in Form: 2 for further information. The undersigned is (are) fully authorized to act on behalf of the Applicant.

This Application is made in the full understanding that:

Bids by pre-qualified Bidders will be subject to verification of all information submitted against pre-qualification criteria at the time of tendering;

You reserve the right to (i) Amend the scope and value of any contracts to be tendered under this Project. In such event, tenders will only be called from pre qualified Bidders who meet the revised requirements and (ii) Reject or accept any application, cancel the pre-qualification process, and reject all applications; and

You and your personnel and agencies shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for them.

The undersigned declare that the statements made and the information provided in the duly completed Application are complete, true and correct in every detail.

Signature

Name

For and on behalf of

Place: Date-



Form-2 Particulars of bidders

SI No	Description	Responses
	Name of the Firm	
	Nationality of the Firm	
	Complete Address of Head/Registered Office	
	Name of the Contact Person	
	Telephone Number (with ISD & STD Code)	
	Fax Number (with ISD & STD Code)	
	E-Mail Address	
	Type of Firm (Proprietary/Partnership/Private/Public/consortium)	
	Year and Place of Establishment	
	Individual and cumulative turnover in the last three audited financial year 2009-10,2010-11 and 2011-12(Please provide audited annual accounts as proof)	
	Firm is: Member of a group of Companies (if Yes, give name, address, connection and description of other companies) Subsidiary of a large organization (if Yes, give full details of the holding Company)	

Location:

Date:

Signature of Authorised Signatory:

Name of Authorised Signatory:

Designation of Authorised

Signatory:

Official seal of the Company:



Form-3 Proforma for Power of Attorney

POWER OF ATTORNEY IN FAVOUR OF AUTHORISED SIGNATORY

KNOW ALL MEN BY THESE PRESENTS THAT I, _____ a Company incorporated under the Companies Act, 1956/Partnership Act-1932 (or equivalent Act/Law in case of Foreign Bidders) and having its registered office at _____ (hereinafter referred to as "the Company") has been authorised by the Board of Directors of the Company, inter alia, to execute contracts in the name of and for and on behalf of the Company/Firm.

Whereas I consider it necessary and expedient that _____ of the Company be given the authority and power to sign Tender, Contract, Deeds and Instruments including amendments in connection with Tender for Physical Verification of Assets including Stores and Inventories in APDCL for switching over to ERP floated by Assam Power Distribution Company Limited (APDCL) vide Tender Notice No. _____.

I accordingly hereby nominate, constitute and appoint above named _____ severally, as my lawful attorney to do all or any of the acts specifically mentioned immediately herein above.

I, the Executant do hereby agree and undertake to ratify and confirm whatever either of the said Attorney shall lawfully do or cause to be done under and by virtue of this power of Attorney and the Acts of Attorney to all intents and purposes are done as if I had done the same on behalf of the Company if these presents had not been made.

IN WITNESS whereof I, _____ has executed these presents this the _____ day of _____ at.....

Specimen Signature of Attorney
Name :
Designation :

Signature of Executant
Name :
Designation :
Name of Company:

Specimen Signature of Attorney
Name :
Designation :

Signature of Executant
Name :
Designation :
Name of Company:

Signature of Attorney attested



Form no-4 Work Experience

Name of assignment	Client name and address	Date &Year of award and duration of assignment	Date & year of completion of the assignment	Value of the assignment(INR)	Name of Sr. staff engaged in the assignment	Description of the service provided by the firm/Scope of the work	Certificate from the client on successful completion of the work

Form:5 CVs



Please provide the detailed CV of all the key personnel in the format given below-(CV of each person should not exceed two pages)

Sl no	Particulars	Response
1	Name	
2	Nationality	
3	Language 1.Speak 2.Read 3.Write	
4	Educational qualifications(indicate college/university and year of completion)	
5	Present position held	
6	Date of joining the firm	
7	Area of specialisation	
8	Experiences(only relevant experiences to be mentioned)	
9	Proposed position in the assignment/contract	
10	Signature of the staff/Authorised signatory	
11	Date and place	

Note: Except in case of resignation or severe injury or death of proposed resource, replacement of key resources is strictly not allowed in the entire duration of the contract without prior permission and formal approval of the Purchaser. In case replacement is inevitable (only in the circumstances as specified above), the same should be done within thirty (30) calendar days by providing another resource having equivalent profile (in terms of qualification, experience, certification etc.) after obtaining formal approval from the Purchaser.



Form 6: Approach and methodology

A) Please provide details of the methodology and work plan to be followed during the execution of the contract. As APDCL is implementing SAP ERP solution, please give your detail methodology and work plan in the context of ERP environment as well as in compliance with statutory requirements.

B) Please give power point presentation in both hard copy and soft copy (the presentation should not be more than 30(thirty) slides)



Form7: Format for submission of queries on content of the Tender Documents

Sl no	Section title and Clause reference	Page no.	Clause description	Query of the Bidder/ Clarification sought by the Bidder

All the Bidders are advised to use the format given below for submission of their queries, if any, on the Tender document. Bidders are advised to send their queries in MS-Word format only and the same should be editable. Queries are to be sent to the Nodal Officer, either through e-mail or through printed form, as per the address details mentioned in the Bid Data Sheet under Annexure 2.



Form-8:-**A. Schedule of Price**

Sl No	Description	Total Price(INR) including taxes and duties applicable	Service Tax	Total Price
1	Prices for physical verifications of assets including stores and inventories in APDCL			
Total Price (in words)				

PAN No.....

TIN No.....

Service Tax Registration No.....

B. Break up of price as mentioned in A above.

Sl no	Regions	Offices	Total Price(INR) including taxes and duties applicable(I)	Service Tax(II)	Total Price(I+II)
1	Lower Assam Region(LAR) Under CGM(D),LAR	Bongaigaon EI Circle			
		Kokrajhar EI Circle			
		Mangaldai EI Circle			
		Rangia EI Circle			
		Barpeta EI Circle			
		Guwahati EI Circle-I			
		Guwahati EI Circle-II			
		Lower Assam Civil Circle			
		Central Store Circle			
		All office establishment of APDCL at HQ & GM office of LAZ at Guwahati			
Sub-total(A)					
Sub-total(in words)					
2	Upper Assam Region(UAR) Under CGM(D),UAR	Dibrugarh EI Circle			
		Tinsukia EI Circle			
		Jorhat EI Circle			
		Golaghat EI Circle			
		Sivasagar EI Circle			
		GM office of UAZ at Jorhat			
Sub-total(B)					
Sub-total(in words)					
3	Central Assam Region(CAR) Under CGM(D),CAR	North Lakhimpur EI Circle			
		Tezpur EI Circle			
		Nagaon EI Circle			
		Morigaon EI Circle			
		Cachar EI Circle			
		Badarpurghat EI Circle			
		Kanch EI Circle			
		GM offices of CAZ at Tezpur and Silchar			
Sub-total(C)					
Sub-total(in words)					
Total(A+B+C)					
Total(In words)					

- Note-** 1) Each Electrical Circle Office includes electrical divisions, electrical subdivisions, IRCAs, T&C Divisions and store divisions as mentioned in the annexure-I
- 2) For Evaluation of the price bid, price mentioned in the schedule of price in "A" above shall be considered.
- 3) For payment to the contractor, price mentioned in the schedule of price in "A" above shall be considered.



Form-9 Performa of Performance Bank Guarantee

(To be stamped in accordance with Stamp Act, if any, of the Country of the issuing Bank)

Bank Guarantee No.: _____

Date: _____

To,
[Purchaser's Name & Address]

Dear Sir,

In consideration of the.... [Purchaser's Name]..... (Hereinafter referred to as the 'Purchaser' which expression shall unless repugnant to the context or meaning thereof, include its successors, administrators and assigns) having awarded to M/s.... [Contractor's Name]..... with its Registered/Head Office at..... (Hereinafter referred to as the 'Contractor', which expression shall unless repugnant to the context or meaning thereof, include its successors administrators, executors and assigns), a Contract by issue of *Purchaser's* Letter of Acceptance No. dated and the same having been acknowledged by the Contractor, for [Contract sum in figures and words] for [Name of the work] and the Contractor having agreed to provide a Contract Performance Guarantee for the faithful performance of the entire Contract equivalent to (*)..... of the said value of the aforesaid work under the Contract to the Purchaser.

We..... [Name & Address of the Bank]..... having its Head Office at..... (hereinafter referred to as the 'Bank', which expression shall, unless repugnant to the context of meaning thereof, include its successors, administrators, executors and assigns) do hereby guarantee and undertake to pay the *Purchaser's*, on demand any and all monies payable by the Contractor to the extent of (*) as aforesaid at any time upto..... (@) [days/month/year] without any demur, reservation, contest, recourse or protest and/or without any reference to the Contractor. Any such demand made by the *Purchaser's* on the Bank shall be conclusive and binding notwithstanding any difference between the *Purchaser's* and the Contractor or any dispute pending before any Court, Tribunal, Arbitrator or any other authority. The Bank undertakes not to revoke this guarantee during its currency without previous consent of the *Purchaser's* and further agrees that the guarantees herein contained shall continue to be enforceable till the *Purchaser's* discharges this guarantee or till[days/month/year] whichever is earlier.



The Purchaser's shall have the fullest liberty, without affecting in any way the liability of the Bank under this guarantee, from time to time to extend the time for performance of the Contract by the Contractor. The Purchaser's shall have the fullest liberty, without affecting this guarantee, to postpone from time to time the exercise of any powers vested in them or of any right which they might have against the Contractor, and to exercise the same at any time in any manner, and either to enforce or to forbear to enforce any covenants, contained or implied, in the Contract between the Purchaser and the Contractor or any other course or remedy or security available to the Purchaser. The Bank shall not be released of its obligations under these presents by any exercise by the Purchaser of its liberty with reference to the matters aforesaid or any of them or by reason of any other act or forbearance or other acts of omission or commission on the part of the Purchaser's or any other indulgence shown by the Purchaser's or by any other matter or thing whatsoever which under law would, but for this provision have the effect of relieving the Bank.

The Bank also agrees that the Purchaser at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance without proceeding against the Contractor and notwithstanding any security or other guarantee the Purchaser may have in relation to the Contractor's liabilities.

Our liability under this Bank Guarantee shall not exceed

This Bank Guarantee shall be valid up to and including

We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if Purchaser serve upon Bank a written claim or demand on or before@.....

Dated this..... Day of 201..... at.....

WITNESS
.....	(Signature)
(Signature)
.....	(Name)
(Name)
.....	(Designation with Bank Stamp)
(Official Address)	Attorney as per
	Power of Attorney No.....
	Dated.....

- Notes:
1. (*) This sum shall be 10% (ten percent) of the Contract Price.
 2. (@) This date will be Ninety (90) calendar days beyond the defects liability period as specified in the Contract.
 3. The stamp papers of appropriate value shall be purchased in the name of guarantee issuing Bank.

Form no-10

Date:
Dear Sir,

Sub: Deviation / Exclusion Statement

We confirm that the following are the only deviations / exclusions to the requirements described in your Tender Document No..... dated In case our Bid is accepted, entire work as described in the said Tender Document will be executed by us to the satisfaction of APDCL and all requirements of the Bidder stated in the said Tender Document will be met by us, except for these deviations/ exclusions:

	Page No. of Tender Document	Section/Serial No. of Tender Document	Subject	Deviation/ Exclusion

(Please use separate sheets in cases where the deviation/ exclusion cannot be adequately described in the table above clearly mentioning the reasons).

We declare that any other deviations/ exclusions noted in other places/ manners in the Bid documents/ correspondences shall be ignored and construed as our unconditional acceptance of the respective terms & conditions of the Tender, unless mutually agreed under seal and signature from both sides.

Thanking you,

Yours faithfully,
<Seal and Signature of Authorized Signatory>

<Name of Authorized Signatory>

<Title of Authorized Signatory>

Notes: The Bidders must comply with all requirements of this Tender Document. However, where the Bidder is unable to comply with specific requirements listed out in this document, he must specifically indicate these in the format given above. Anything contained in this Tender Document, which has not been specifically excluded, or for which deviations have not been indicated, will be regarded as being agreed to by the Bidder.



Annexure-6-a Sample Template for Assets

Physical Verification Report as on

Location detail

Plant

Sub-Div

Div

Circle

SI No	Asset Code	Asset Description	Additional Description	Asset Group	Unit of measure	Procurement type	Date of Installation/Commissioning/put to use	Suppliers/ Manufacturer name and address
1	2	3	4	5	6	7	8	9

Physical Records					Value				Total
Good	Repairable	Obsolete	Unsevisable	Total	Value of Good Assets	Value of Repairable Assets	Value of Obsolete Assets	Value of Unsevisable Assets	
10	11	12	13	14	15	16	17	18	19



Annexure-6-b Sample Template for Stores and Inventories

Physical Verification Report as on

Location detail

Plant

Sub-Div

Div

Circle

SI No	Material Code	Material Description	Material Type	Unit of measure	Procurement type	Valuation Type	No of GRS	No of Bin Card	Balance in PS Ledger
1	2	3	4	5	6	7	8	9	10

Physical Stock					Excess Quantity	Short Quantity	Unit Rate	Difference Pending(Value) Investgation(Value)	
Good	Repairable	Obsolete	Unsevisable	Total				Excess	Shortage
11	12	13	14	15	16	17	18	19	20

Value				Total
Good Stock	Repairable Stock	Obsolete stock	Unservisable Stock	
21	22	23	24	25

