



National Projects Construction Corporation Limited

(A Government of India Enterprise)

Corporate Office: Plot No.67-68, Sector-25, Faridabad (Haryana)

Phone: 0129-2234750, 0129-4062856-58 (Extn. 256)

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

Date: 14.12.2012.

NOTICE INVITING TENDER

Sealed tenders are invited from reputed firms of Chartered Accountants for the preparation/changing of accounting policies in accordance with Accounting Standards issued by ICAI. The detailed tender document can be downloaded from our website: www.npcc.gov.in.

Last Date of Submission of Tender: 27.12.2012 up to 14.30 Hrs.

Sr. Manager (Finance)



National Projects Construction Corporation Limited
(A Government of India Enterprise)
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No.NPCC/Fin-C&B/NIT/Accounting Policies/2012.

Date: 14.12.2012.

Sealed tenders are invited from reputed consultants/agencies for preparation of accounting policies.

1. Name of Work:

Preparation of accounting policies.

2. Availability of Tender Document:

Tender document can be obtained from the office of the undersigned up to 26.12.2012 on any working day between 10.00 Hrs. to 16.00 Hrs. The tender documents can also be downloaded from our website www.npcc.gov.in.

Interested agencies are advised to visit NPCC website regularly for further corrigendum(s)/addendum(s).

3. Last Date of Submission of Tender:

The last date of submission of tender is 27.12.2012 up to 14.30 Hrs. and the technical bids will be opened immediately at 15.00 Hrs. on the same date and venue.

4. Minimum Qualifying Criteria:

The price bid will be opened for those agencies only who qualify the technical bid as per eligibility criteria (Refer Annexure II & III). The date of opening of price bid shall be informed to technically qualified agencies through letters.

5. Mode of Submission:

- a) The tender is to be submitted in two separate sealed covers superscribing as "Preparation of Accounting Policies".

- b) **Tender documents duly filled shall be submitted along with tender processing fee of Rs. 1000/- (Rupees One thousand only) in the form of Demand Draft in favour of NPCC Ltd. Payable at Faridabad. This shall be submitted along with consultant's technical bid in envelope 1. Tenders received with out processing fee shall be treated as non-responsive and will be summarily rejected.**

Envelope No. 1 (Technical Bid):

This shall contain:

- (a) Tender processing fee Rs. 1000/- (Rupees One thousand only) as described above.
- (b) Acceptance letter in the letterhead for un-conditional acceptance of the tender conditions (Annexure IV).
- (c) The tenderer should furnish documentary evidence in support of evaluation criteria for selection of consultant as mentioned at Annexure-II (a, b, c, d & e).
- (d) Details as per Annexure-III.
- (e) Latest ITCC of the firm.

Envelope No. 2 (Price Bid):

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

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

SIGNATURE OF TENDERER

SR. MANAGER (FINANCE)

Name of Work: Preparation of Accounting Policies.

Scope of Work:

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

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

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

Implementation Support:

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

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EVALUATION CRITERIA FOR THE SELECTION OF CONSULTANT

- (a) The firm must be atleast 10years old.
- (b) The properitor/partner of the firm must have at least 10years of practice experience as a chartered Accountant.
- (c) The firm should submit their complete profile of Directors/Partners/ Individuals as professional.
- (d) Copy of certificate of practice issued by ICAI, PAN, Service Tax and PF Registration number (if applicable) is to be submitted.

EVALUATION CRITERIA FOR THE PROPOSAL

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

TIME SCHEDULE:

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

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

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

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

PAYMENT TERMS:

Payment shall be released in stages as shown hereunder:-

- i) Fifteen days after the submission of Draft accounting policies(Revised) to Director(F), 20%
- ii) Fifteen days after the submission of revised accounting policies, if required, after meeting with Director (F). 20%
- iii) Fifteen days after the submission of Final Accounting policies for approval of Board of Director after making changes as suggested by Audit committee, if any 20%

- iv) Fifteen days after the submission of final accounting policies after adjustment suggested by the Board. 20%
- v) After submission of final Accounting Policies, the firm / consultant shall be required to assist the Corporation for one month during the review for any modifications.

Balance 20% shall be released after two months of submission of final Accounting Policies to see if any review is required.

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

SETTLEMENT OF DISPUTES:

All disputes pertaining to this contract shall be settled by CMD of NPCC Ltd. and his decision will be final in the matter.

SIGNATURE OF TENDERER

SR. MANAGER (FINANCE)

PRE-QUALIFICATION DETAILS

1.	Name of the firm with address	
2.	Details of Manpower	
3.	Experience of Manpower.	
4.	Whether the firm is an service tax assessee, if yes, Copy of latest assessment certificate shall be enclosed.	
5.	Whether the firm is an income tax assessee (Yes/No). If Yes, Copy of latest assessment certificate shall be enclosed.	

SIGNATURE OF TENDERER

SR. MANAGER (FINANCE)

ACCEPTANCE LETTER
[TO BE ENCLOSED IN ENVELOPE-1]

To

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

Sir,

ACCEPTANCE OF TENDER CONDITIONS

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

Thanking you,

Yours faithfully,

Signature of the Agency with Stamp

SCHEDULE OF RATES

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

Note:

1. The total amount quoted for the consultancy shall be considered to determine the lowest bidder.
2. In case of any discrepancy in words & figures, the rate mentioned in words prevails and shall be taken as quoted rates.
3. Service tax is payable extra as applicable as on date.

Signature of Tenderer with Seal