



Himachal Pradesh Power Corporation Limited
(A State Government Undertaking)
Himfed Building, BCS, New Shimla-171009.
Ph & Fax: 0177-2671824

NOTICE: EXPRESSION OF INTEREST (EOI) FOR THE PREPARATION OF
ACCOUNTING MANUAL OF HPPCL

The last date for receipt of Expression of Interest (EOI) from eligible Financial Advisory Firms, Chartered Accountant Firms, Cost Accountant Firms and Accounting Advisory Firms for the preparation of a Comprehensive Accounting Manual of the Corporation is hereby extended upto 04:30 PM on 05th June, 2023.

This bears the approval of the competent authority.


Addl. GM (Finance)



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CORRIGENDUM: EXPRESSION OF INTEREST (EOI) FOR THE
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In addition to Financial Advisory Firms, Chartered Accountant Firms and Accounting Advisory Firms, the Cost Accountant Firms will also be considered eligible for the submission of EOI for the preparation of a Comprehensive Accounting Manual of HPPCL. Further, the last date for receipt of Expression of Interest (EOI) from eligible firms is hereby extended to **29th May, 2023**.

This bears the approval of the competent authority.


Addl. GM (Finance)

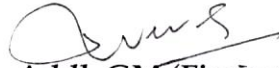


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The last date for receipt of Expression of Interest (EOI) from eligible Financial Advisory Firms, Chartered Accountant Firms and Accounting Advisory Firms for the preparation of a Comprehensive Accounting Manual of the Corporation is hereby extended to **15th May, 2023**.

This bears the approval of the competent authority.


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The last date for receipt of Expression of Interest (EOI) from eligible Financial Advisory Firms, Chartered Accountant Firms and Accounting Advisory Firms for the preparation of a Comprehensive Accounting Manual of the Corporation is hereby extended to **25th March, 2023**.

This bears the approval of the competent authority.


Addl. GM (Finance)

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**Himachal Pradesh Power Corporation Limited****(A State Government Undertaking)**

Himfed Building, BCS, New Shimla-171009.

Ph & Fax: 0177-2671824

**EXPRESSION OF INTEREST (EOI) FOR THE PREPARATION OF
ACCOUNTING MANUAL OF HPPCL**

Himachal Pradesh Power Corporation Limited (HPPCL) invites Expression of Interest from eligible Financial Advisory Firms, Chartered Accountant Firms and Accounting Advisory Firms for preparation of a Comprehensive Accounting Manual of the Corporation. The detailed Application Format, Terms & Conditions, Scope of Work, Eligibility Criteria etc. in this regard may be accessed from the website of HPPCL, i.e. www.hppcl.in. Interested and eligible firms may submit their complete application along with requisite enclosures, to the undersigned, latest by **03rd March, 2023**, by 02:30 P.M. The bids shall be opened on same day at 04:00PM. Management reserves the right to cancel the EOI at any time, without assigning any reasons.


**Director
(Finance)**

Director (Finance),
HP Power Corporation Limited,
Himfed Building, BCS,
New Shimla-171009 (H.P.)

**EXPRESSION OF INTEREST (EOI)
FOR THE PREPARATION OF ACCOUNTING MANUAL**

(Tender Reference Number: FIN-1)
Date of issue of EOI: (10-02-2023)

1. Preface

- i. The purpose of this EOI is to solicit proposals from eligible Financial Advisory Firms, Chartered Accountant Firms and Accounting Advisory Firms for preparation of a Comprehensive Accounting Manual of the Corporation.
- ii. The last date for submission of proposal is **03rd March, 2023 (02:30 PM)**.
- iii. No proposals would be accepted after the above deadline.
- iv. HPPCL reserves the right to accept any proposal or reject all the proposals, without assigning any reasons whatsoever. Corporation's decision in this regard shall be final and binding.

2. About H.P. Power Corporation Ltd

Himachal Pradesh Power Corporation Limited (HPPCL) was incorporated in December, 2006 under the Companies Act 1956, with the objective to plan, promote and organize the development of power generation in hydro, solar and thermal sector on behalf of Government of Himachal Pradesh (GoHP). As on date, the installed capacity of HPPCL is 281MW.

Presently there are 22 Hydro Electric Projects allotted by the GoHP for development under state sector to HPPCL with aggregate installed capacity of 2817 MW. HPPCL has also been a nodal agency for development of Kishau Multipurpose Project (660 MW) to be executed through a Special Purpose Vehicle of Govt. of Himachal Pradesh and Govt. of Uttarakhand. Himachal Pradesh has 50% share in the project thereby making the total allotted potential of 3147 MW. HPPCL also provides consultancy services, on demand, in power and related infrastructure sector.

3. Submission of Proposals/Interest:

- i) The proposals shall be submitted duly signed by the authorized signatory of the participating firms to be delivered at the address:

**The Managing Director,
HP Power Corporation Limited,
Himfed Building, BCS Chowk,
New Shimla, Shimla, HP-171009**

- ii) The documents to be submitted are:

- a) Formal Application, in the enclosed format, containing detailed Profile of the Concern (with details of the firm, present and past assignments, past experience specifically related to preparation of accounting manual of Genco-CPSU/PSU's).
- b) Detailed profile of the experts/professionals/teams proposed to be deployed for the said assignment.
- c) Annual turnover of last 3 years (please attach copy of annual audited financial statement and requisite turnover certificate from the auditor).
- d) Declaration regarding 'whether any disciplinary action taken/pending proceedings against the firm by any Government of India and/or State Government office'?
- e) Documents in support of the related experience.

Before submitting the EoI, interested parties may visit the Corporation's Corporate Office, or seek enquiries over email, before the last date of submission of EoI to understand themselves about the nature of the services required.

The EOI has to be submitted in sealed envelope super-scribed with the title

-"FOR THE PREPARATION OF THE ACCOUNTS MANUAL ".

4. SCOPE OF WORK

PREPARATION OF ACCOUNTS MANUAL

The approved agency will prepare Accounts Manual and Accounting Policy for HP Power Corporation Limited clearly specifying:

- the processes relevant to HP Power Corporation Limited,
- steps to be followed for each such process,
- the way of documentation and book keeping in SAP environment with clearly defined responsibilities.
- It will also provide a Data Flow Diagram (DFD) for each of the activities.
- The manual must take into consideration the Standard Accounting Norms, applicable accounting standards, GFR & other relevant/applicable laws, rules and regulations.
- The inclusions of the proposed accounts manual must be and not limited to accounting procedures, preparation and presentation of Financial Statements as per applicable accounting standards, Budgeting, Reporting, Internal Controls, Audit, Statutory Compliances, applicable Taxation Provisions etc.
- The approved agency will also prepare SOP (Standard Operating Procedure) for management of short term and long funds of the

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Corporation, raising of short term as well as long term debt for the Corporation.

- The said manual shall also cover the in-house existing policies/procedures approved by the management of the Corporation, existing Delegation of Financial Powers and other related guidelines/provisions in consistence with the policies, orders and circulars of the GoHP and HPPCL.

5. Minimum Eligibility Criteria for the Concern.

- Average annual turn-over of the last 3 years of the firm should be Rs. Ten Crores or more.
- Professionals/Experts of the Concerns must have at least 05 years experience in SAP Software/ERP Environment.
- The concern must have prepared Accounts Manual for at least 05 Power Generation Sector CPSU/State PSU/Govt. Departments, for which copies of award letters and completion/experience certificates needs to be provided.

Based upon the 'Minimum Eligibility Criteria', the EOI's received shall be short-listed and subsequently "Financial Bids" along with EMD/Security Deposit shall be invited from the shortlisted firms/concerns only. It may be noted that at the time of submission of EOI, Financial Bids must not be submitted.

6. Jurisdiction of courts: Any dispute arising out of or in respect of the contract will be subject to the jurisdiction of High Court of H.P. at Shimla only.

7. Disclaimer: HPPCL reserve the right to accept or reject any or all responses and to request additional submissions or clarification from one or more Applicant (s) at any stage or cancel the process entirely without assigning any reason.



Director (Finance),
HP Power Corporation Limited,
Himfed Building, BCS,
New Shimla-171009 (H.P.)

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Application Format

1. **Name of the Concern.** :
(Indicate whether Company/Proprietary Concern or Partnership Firm)
2. **Office Address**
 - Permanent Address :
 - Correspondence Address :
 - Telephone No. :
 - Fax No. :
 - E-mail Address :
 - Web site :
3. **Other Details:**
 - a) Year of Establishment
 - b) Firm Registration No.
(In case of Company/Partnership Firm/Sole proprietary Firm)
 - c) Proprietor's Membership No.
(In case of members not having Firm Name)
 - d) GST Registration No.
 - e) Permanent Account No. (PAN) of Firm/Proprietor
4. **Average Annual Turnover** of the Concern in the Last 3 preceding financial years.
5. **Experience Details:**
 - I. List of Power Generation Sector CPSU/State PSU/Govt. Departments for whom Accounts Manual has been prepared.
 - II. SAP-ERP Experience.
6. **Detailed profile of the experts/professionals/teams** proposed to be deployed for the said assignment covering their education, expertise and experience in preparation of the Accounts Manual, may be annexed to this Application Format.

Note:-

Documentary evidences of all the information as stated above are to be furnished along with the offer.

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All the pages of offers and documents are to be signed by the authorized signatory of the firm along with seal of the firm.

Authorized Signatory of the Firm" _____
hereby declare that the above information furnished are true & correct to the best of my knowledge and I will abide by the Terms & Conditions set by HPPCL for the said work.

Signature
(with seal of the Firm)