

**EXPRESSION OF INTEREST  
FOR  
APPOINTMENT OF PROFESSIONAL CONSULTANT FOR  
CONDUCTING RECONCILIATION AND UPDATION OF FIXED ASSETS REGISTER OF MSEDCL WITH  
PHYSICAL ASSETS DETAILS**

**Registered Office  
Prakashgad, Plot No. G-9, Prof. A.K. Marg, Bandra (East), Mumbai-400051**

*(This document is meant for exclusive purpose of Expression Interest (EOI) for reconciliation and updation of fixed assets register of MSEDCL with physical assets details and shall not be transferred, reproduced or otherwise used for purpose other than that for which it is specifically issued)*

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## 1. Details of Expression of Interest (EOI)

### Introduction of MSEDCL

Maharashtra State Electricity Distribution Company Limited (MSEDCL) was incorporated by the Government of Maharashtra under the Companies Act on 06<sup>th</sup> June 2005, to distribute and supply electricity to end consumers. The Company is a wholly owned Subsidiary of MSED Holding Company Limited. MSEDCL supplies electricity across the entire state of Maharashtra and excluding certain areas of Mumbai city. It is one of the largest power distribution companies catering services to around 3 crore consumers and a workforce of more than 70,000 employees.

MSEDCL manages an extensive distribution infrastructure that includes huge numbers of 33/11 kV sub-stations and switching stations, high voltage feeders, and distribution transformers. This distribution network spans a geographic area of over 3.08 thousand sq.km across Maharashtra covering 41,928 villages and 457 towns. Presently, the company operates through a structured network of offices consisting of a Corporate Office, 4 Regional Offices, 16 Zonal Offices, 50 Circle Offices, 162 Divisional Offices and more than 716 Sub-divisional offices.

The details of the Assets base as on 31.03.2025 are given below:

Distribution Network	Count/Length
Substations	4,230
Feeders (Outgoing)	28,762+
Distribution Transformers	9,71,969
Power Transformers	6,944
HT Line (km)	4,55,724
LT Line (km)	7,25,194
Other Assets	10,00,000+
Feeder-Connected Solar	3,000+ Substations

The Financial Statements of MSEDCL are prepared in accordance with provisions of Companies Act, 2013 and Indian Accounting Standards (Ind-AS). The Company has adopted ERP SAP system from F.Y. 2014-15 and Asset Register is maintained in SAP showing details wherever available and entered in system (total line items 668760+) The Assets are accounted in the following broad categories: 1) Plant and Machinery 2) Lines and Cables Network, 3) Land, 4) Building, 5) Furniture and Fixtures, 6) Office equipment, 7) IT Equipment, 8) Communication equipment, and 9) Vehicles, etc.

#### **Need for Reconciliation of physical Fixed Assets data with Fixed Asset Register in SAP:**

MSEDCL is facing issues in reconciliation and mapping of its physical fixed assets details including electrical equipment and distribution network with the data in the Fixed Asset Register in SAP, which has been commented upon by the statutory auditors in their audit report on MSEDCL financial statements.

MSEDCL has updated electrical equipment in Network Data Management Software (NDM) using various mobile applications for conducting survey and system generated report with geo coordinates is available. MSEDCL is in the process of obtaining data of other network asset such as Building etc. The same is to be reconciled with Fixed Asset Register in SAP.

**Important information regarding Expression of Interest (EOI):**

1.	Date of uploading on MSEDCL Website	<b>09 March 2026</b>
2.	Last date and time for sending Pre-Bid Queries through email	<b>13 March, 2026 by 05:30 PM</b> <b>All pre-bid queries have to be sent at Email id: <a href="mailto:msedcleoifa@gmail.com">msedcleoifa@gmail.com</a></b>
3.	Replies of Pre-Bid Queries	<b>20 March, 2026 by 05:30 PM</b> (If any, will be replied through email to related firm)
4.	Last Date and Time of Submission of Bids	<b>30 March 2026 by 05:30 PM by hand/courier/post/email</b>
5.	Address for submission of Bids	<b>By hand/courier/post:</b> The Executive Director (F&A), MSEDCL, 1st Floor, Corporate Accounts Section, Plot No. G-9, Anant Kanekar Marg, PRAKASHGAD, Bandra (E), Mumbai-400051. <b>By Email: <a href="mailto:msedcleoifa@gmail.com">msedcleoifa@gmail.com</a></b> <b>File format:</b> PDF. The file will be password protected and the password shall be shared by the bidder separately on the date of opening of bids. The bidder shall ensure that the proposal is submitted in a single pdf file and the size should be restricted to 25 MB only.
6.	Date, time and venue for opening of Bid	<b>01 April 2026 at 11.30 AM</b> The Executive Director (F&A), MSEDCL, 1st Floor, Corporate Accounts Section, Plot No. G-9, Anant Kanekar Marg, PRAKASHGAD, Bandra (E), Mumbai-400051.
7.	Fees for EOI	NIL
8.	Bid Validity Period	180 days from the last date of submission of bids
9.	Delivery Timelines	180 days from the date of receipt of Letter of Intent/Work Order
10.	Defect Liability Period	60 days from the completion of work
11.	Contact detail for any clarification regarding Bids	The Chief General Manager (CA), MSEDCL, 1st Floor, Corporate Accounts Section, Plot No. G-9, Anant Kanekar Marg, PRAKASHGAD, Bandra (E), Mumbai-400051. All pre-bid queries must be sent at email ID: <a href="mailto:msedcleoifa@gmail.com">msedcleoifa@gmail.com</a>
12.	Company Website	<a href="http://www.mahadiscom.in">www.mahadiscom.in</a>

## **2. Eligibility criteria (Refer Annexure I/II):**

1. The Practicing CA Firm must be registered with the Institute of Chartered Accountants of India (ICAI) for at least ten years or must be a Consulting/Advisory services Entity registered under Companies Act, 2013 or Limited Liability Partnership working in the Electricity Sector in India for at least ten years. The firm will not qualify for bidding if experience is less than 10 years.
2. The firm should have a full- fledged branch office at Mumbai;
3. The firm must have PAN and GST Registration certificate;
4. The firm should have adequate organizational structure to provide the necessary management services required for successfully carrying out such work.
5. The CA firm should have minimum 5 Chartered Accountant Partners including a minimum of 3 FCA. The Advisory/ Consulting entity should have minimum 5 Chartered Accountants as Partner/Director.
6. The firm should have an average annual turnover of at least Rs.1,00,00,000/-(Rupees One Crore) during last 3 financial years i.e., 2024-25, 2023-24 and 2022-23 and a positive net worth. Copies of the last three years audited annual accounts and filed income tax returns must be enclosed; or the firm should provide a certificate from Chartered Accountant for evidencing the average annual turnover and positive net worth.
7. The firm should have the experience for handling such assignments like Fixed Assets Physical Verification, Preparation of Assets Register, Reconciliation & Integration of Assets with Books of Accounts & Assets Register and Technical valuation of Fixed Assets.
8. The firm should preferably have an experience with Autonomous bodies/Public sector undertaking/Government organizations;
9. The firm shall have experience in power sector, preferably of distribution of electricity business.
10. The firm should have exposure to SAP ERP S/4 HANA.
11. The Firm or any of its partners should not have any pecuniary or other interest in MSEDCL.
12. The CA Firm should preferably but not mandatorily be Peer Reviewed and empaneled with CAG. This clause will not apply to Consulting/Advisory Firms who have experience in working in Electricity Sector.
13. There should not be any disciplinary action against the CA Firm/Consulting or Advisory Firm.
14. The Firm/Partner of the firm should not be restrained/debarred/blacklisted/de-listed/de-barred by any Govt./State/PSU/Autonomous or Statutory Bodies/any other Organization and the debarment is not in force as on last date of submission of proposal;
15. All the pages of proposal document shall have to be authenticated by the authorized signatory of the firm with the firm's seal. Incomplete, ambiguous, conditional and unsealed bids are liable to be rejected. For bids submitted through email, password protected single consolidated pdf file (size maximum 25 MB) should be submitted. All the pages of the pdf proposal document should be digitally signed by the authorized signatory of the firm.

## **3. Scope of Work**

### **OBJECTIVES**

MSEDCL intends to retain a professional services firm for reconciliation and updation of its fixed asset register with physical fixed assets data, duly addressing the requirements of the statutory audit. The professional services firm will (a) review the state of its fixed asset management function, (b) identify shortcomings in the maintenance of the fixed assets register, (c) reconcile the Fixed Assets Register maintained in the SAP system with physical assets details and mapping the same with the Fixed Assets Register (d) and fixed assets cost determination wherever necessary.

The Scope of work for the professional services firm is given below:

- a) Plan and execute division and circle wise reconciliation of Fixed Assets Register and physical Fixed Asset data as per NDM and physical verification report for assets not covered under NDM data and updation of the Fixed Assets Register.
- b) Compile details of the assets (on as-is basis) such as quantity, location, historical cost etc. so that year wise asset register of SAP can be verified. For this, relevant documents, accounting records (related to capitalization of assets such as scheme wise BOQ, vendor invoices, purchase orders etc.) will be provided by MSEDCL. In case, documents are not available, the consultants will work out an approach in consultation with MSEDCL to work out the costing in such cases.
- c) Review the physical fixed assets data with the Fixed Assets Register of MSEDCL as on 31.03.2026. Identify assets reflecting in the physical fixed assets data as on 31.03.2026 with Fixed Assets Register.
- d) Identify assets that are listed in the fixed assets register, along with the value and date of purchase, that are not physically available. This may have happened because of non-accounting of previous year asset scrapping / de-linking of the asset from the network, transfer to other location etc. Verify the available asset scrap/de-recognition records / other location physical asset records etc and suggest the action for asset register updation along with accounting entries.
- e) Identify assets that are physically found but not reflecting in Fixed Assets Register of particular division/circle and other locations as on 31.03.2026. Ascertain the value of the such assets as on 31.03.2026 with available records / data. Further, calculate the depreciation on these assets up to 31.03.2026 and determine their Written Down Value (WDV) as on 31.03.2026. Suggest the action for asset register updation along with accounting entries.
- f) Ensure correct Categorization/bifurcation of assets in Fixed Assets Register as per MERC categories such as Plant and Machinery, Lines and Cables, Land & Building, Furniture & Fixtures, Office Equipment, IT Equipment, Communication Equipment, Vehicles, Software & Applications etc. Submit the separate report for reclassification / bifurcation of assets.
- g) The agency will assist MSEDCL in the following cases:
  - I. Strategy for cost determination in the case of asset data provided by MSEDCL that cannot be mapped with the asset records in SAP
  - II. Strategy for cost determination in case the cost of the total asset category / or aggregate is available but individual asset component / subcomponent cost is not available
  - III. Determination of the actual cost in the case of (i) and (ii) above
  - IV. Reclassification of Assets, if required, if multiple assets are grouped together
- h) Prepare and submit comprehensive reconciliation report between physical fixed assets and fixed asset register in SAP along with variances and suggest/recommend necessary corrective action for management appraisal and approval.
- i) Provide necessary clarification, justification and supporting documents to the Statutory Auditors for removal of audit qualification on physical verification.

### Deliverables

- 1) Provide reconciliation report between physical fixed assets and fixed asset register.
- 2) Progress of the mapping exercise with SAP Fixed Assets register
- 3) Strategy and approach for cost determination of assets
- 4) Strategy and approach for accounting of missing assets / data not available
- 5) Strategy and approach for accounting of assets which are physically available but not updated in system.
- 6) Suggest rectification entries in the books of accounts, wherever necessary.
- 7) Any other process or report related to reconciliation and updation of fixed assets register, reconciliation with physical verification details.
- 8) Prepare and submit comprehensive reconciliation report between physical fixed assets and fixed asset register in SAP along with variances and suggest/recommend necessary corrective action for management and for submission to Statutory Auditors for removal of audit qualification on physical verification of fixed assets.
- 9) Policies and procedures for ensuring that the audit requirements for physical verification of assets are taken care of in the future.

#### **4. Delivery Schedule:**

The Service Provider shall complete the said assignment within 180 days from the date of receipt of Letter of Intent/Work Order in a phased manner i.e. work for at least 15 Circles in 90 days and for all the Circles should be completed within 180 days.

The defect liability period will be 60 days from the date of completion of assignment. The firm will be responsible for correcting any errors, omissions or defects in their work during defect liability period.

#### **5. Payment terms:**

The payment of the assignment fees shall be made in Indian Rupees. The prices quoted for the assignment should be lumpsum price for the service inclusive of all the costs applicable, i.e., travelling, lodging & boarding expenses, TA/DA, Conveyance, out of pocket expenses viz. Photostats, Typing, Printing etc. No escalation for any reason whatsoever shall be allowed over and above the bid price. However, the fees shall be exclusive of GST and it is part of the bidder format attached for bid submission in Annexure-I

The payment shall be made against the services provided by firm, subject to the following terms and conditions:

- a. The payment shall be made in accordance with the financial bid submitted by the selected bidder and finally accepted by MSEDCCL;
- b. No upward price variation would be allowed during the contract period;
- c. TDS under Income Tax will be deducted at applicable rates;
- d. MSEDCCL reserves the right to deduct any amount from the Bill/Invoice as may be considered, reasonable for unsatisfactory services or delay in providing of services subject to the penalty clause at sl. No. 6. The decision of the Company will be the final and binding in this regard.;

- e. The selected firm will raise the GST Tax Invoice on satisfactory completion of assignment/work and receipt of the final verified reports, related Data/entries detail, original Tax Invoice, work completion certificate duly verified by the user Department/authorized official of MSEDCL;
- f. No Advance payment or any interim payment will be made;
- g. The successful firm should provide their bank account details duly signed by authorized signatories along with the copy of cancelled Cheque for making payment;
- h. Payment will be made as per the following schedule after satisfactory completion of work:

Sl no.	No. of Circles for which work completed	Percentage of Payment released
1	15 Circles	30% of Contract Value
2.	Next 15 Circles	30% of Contract Value
3.	Balance 21 Circle (including HO)	30% of Contract Value

- i. Payment of the balance 10% of the invoice amount will be released after Defect Liability period of 60 days of submitting of completion certificate and other documents as mentioned above.
- j. Payment will be made through NEFT/RTGS/Bank Transfer within forty-five days of submission of reports/ data/ certificates and raising of invoice after making all the necessary deductions of dues & penalties, if any, (as per penalty clause at Sl no. 6, if applicable) as contemplated under the contract;
- k. MSEDCL shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties as per penalty clause at Sl. No. 6.

#### **6. Penalties:**

The firm shall bear full responsibility and accountability for delays, which can be directly attributable to the sole actions and scope of work of the firm, in the contract timelines.

The timelines as provided by MSEDCL is to be strictly followed. In case, the firm fails to adhere to the timeline as approved by MSEDCL as per the scope of the work, penalty of 10% of the total value of the assignment will be imposed on the firm beside the statutory legal provision as applicable. In case of delay in completing the assignment is on the part of the firm, a penalty @ 0.5% per week of total value of the assignment will be charged for a delayed period subject to a maximum of 10% of total value of the assignment.

In case of unsatisfactory performance of the assignment, considered by the Management, for any reason thereof, the same shall be liable for penal action as decided by Management.

#### **7. Confidentiality:**

The appointed Firm should maintain the confidentiality of the information acquired in the course of his work and should not disclose any such information to a third party, without the specific authority of the management or unless there is a legal or a professional responsibility to do so.

### **8. Indemnity Clause:**

The firm will indemnify MSEDCL against all statutory liabilities present and future arising out of this contract. In the event of violation of any contractual or statutory obligations, the firm will be fully and solely responsible for the same. Further, in the event of any action, claim, damages, suit initiated against MSEDCL by any individual, law enforcement agency or government authority due to acts and omissions, the firm will be liable to make good/compensate such claims or damages to the Company. As a result of the empaneled firm action, inaction or any omissions, if MSEDCL is required to pay any damages to any individual, law enforcement agency or government authority, the Firm would be required to reimburse to MSEDCL such amount along with other expenses incurred by MSEDCL or MSEDCL reserves the right to recover but not limited to such amount from the payment(s) due to the Firm while settling its bills.

However, MSEDCL reserves its right to take legal recourse as permitted under law of the land. In case of any damage caused to the Company due to negligence, carelessness or inefficiency of staff of the Firm, the Firm shall be responsible to make good the loss. MSEDCL shall have right to adjust the damage/loss suffered by it from the bill amount or/and to charge penalty as decided by the Company. Decision of the MSEDCL in this respect shall be final & binding on the Firm.

### **9. Termination Clause**

MSEDCL without prejudice to any other remedy, reserves the right to terminate the assignment in whole or in part by giving one (01) month notice in writing in case the successful bidder fails to discharge its obligation under this assignment without sufficient ground or found guilty for breach of condition(s) of the assignment, negligence, carelessness, inefficiency, fraud, mischief and misappropriation or due to any other type of misconduct by the successful bidder or by its staff or agent.

### **10. Force Majeure**

If a Force Majeure situation arises, the firm is required to promptly notify MSEDCL in writing of such condition and the cause thereof within a period of three (3) days from the date of happening of such an event requiring invocation of this force majeure article. Unless otherwise directed by MSEDCL in writing, the successful bidder will continue to perform its obligations under this order as far as is reasonably practical and shall seek all reasonable alternative means for performances of this order.

Notwithstanding anything else contained in this EOI, neither party shall be liable for any delay in performing its obligations hereunder if such delay is caused by circumstances beyond its reasonable control (including without limitation any delay caused by the acts of governments, acts of God, natural or social calamities, strikes, riots in any region, network failure, terrorist attack, war declared and undeclared).

### **11. Arbitration:**

All disputes, differences, claims and demands arising under or pursuant to or touching the assignment shall be referred to the sole Arbitrator appointed by the mutual consent of both the parties. The decision/award of the Arbitrator shall be final and binding on both the parties to the arbitration proceedings as under:

- a) The place of the arbitration shall be at Mumbai;
- b) The Arbitration proceeding shall be governed by the Arbitration and Conciliation Act, 1996 as

- amended from time to time or any statutory modifications on re-enactment thereof as in force;
- c) The proceedings of arbitration shall be in English language;
  - d) The parties are not entitled to approach any court of law without resorting to arbitration approach.

**12. Other Terms & Conditions:**

- a) The assignment, for which the firm is appointed, shall be completed by the firm only and shall not be allowed to sublet/outsourced the assignment or any part thereof either directly or indirectly;
- b) The firm undertakes to perform the services with the highest standards of professional and ethical competence and integrity. The firm shall promptly replace any employee allocated under this assignment that the Institute considers unsatisfactory;
- c) Team with sufficient manpower and expertise will be deputed by the firm so that the assignment will be completed satisfactorily within time lines.
- d) The manpower provided by the firm shall not be deemed as employees of MSEDCL hence the compliance of the applicable acts/laws will be the sole responsibility of the service provider firm. Service provider firm will be responsible for their employee injuries or accidents that occur during the assignment.
- e) Applications received after the due date and closing time of submission of applications shall not be accepted. MSEDCL shall not be liable for non-receipt/late receipt/postal delay of any of the applications;
- f) Any amendment/corrigendum/clarification to the EOI will be posted on the website of the Company, i.e., [www.mahadiscom.in](http://www.mahadiscom.in);
- g) The Company reserves the right to reject any of the applications or cancel the EOI without assigning any reason whatsoever at any time and may seek any other details or additional information from any of the firms/members at its own discretion. Non-submission of additional details sought for will render the firm ineligible for the assignment. In this regard, the decision of the Company shall be final and binding on all the applicants;
- h) The Company reserves the right to consider/not consider the firm with the least financial quote or higher technical marks, due to any reason. The decision of the Company will be final and binding in this regard;
- i) The assignment may be awarded to more than one firm if the Company deems fit
- j) The Company may amend the bidding process, including the timetables, closing date and any other date at its sole discretion;
- k) Evaluation will be done on the basis of information/data/documents provided by the firm;
- l) The Chartered Accountant Firm/Consulting/Advisory Services Firm shall be free from any disqualification under The Companies Act, 2013.
- m) The partners holding Certificate of Practice issued by Chartered Accountant of India are to be in whole time practice Or the Partners/Directors submitting the proposal for the assignment (as part of the Consulting/advisory services firm) should in full time employment of the respective consulting/advisory firm/group;

- n) The firm shall ensure that data given to them by the Company and any information generated from the data provided shall not be used by the firm for any other purpose;
- o) All entries in the offer shall be either typed or neatly handwritten and there should not be overwriting/correction/erase and/or use of white ink in the offer. Photocopies of document provided should be clean, legible and attested by the authorized signatory of the firm with the firm's seal;
- p) All the pages of the proposal document and documents submitted along with the offer shall have to be authenticated by the authorized signatory of the firm with the firm's seal;
- q) Incomplete, ambiguous, conditional and unsealed bids are liable to be rejected;

### **13. Evaluation Criteria**

Evaluation of Bids: For the purpose of selection of the Firm, Technical and Financial evaluation of the Bids will be done. Selection shall be based on Quality and Cost Based Selection (QCBS) approach, giving appropriate weightage to technical as well as Financial Score as the management deems fit.

Technical Evaluation of the bids will be done to determine whether the bidders meet the eligibility criteria as defined and as per document/information provided. The Technical Evaluation shall be based on the parameters and weightages as mentioned in the EOI & Annexure-I/II etc. The evaluation of technical bids will be done based on total marks obtained. Financial evaluation of technically qualified bidders shall be done on QCBS approach as the management deems fit.

The lowest acceptable rate" for the assignment will be intimated to qualified bidders for matching the offer with "The lowest acceptable rate" through email. The bidder has to quote "Yes/No" for matching the offer with "Lowest Acceptable Rate " by 06<sup>th</sup> April, 2026.

### **14. Application Procedure:**

Eligible and interested firms are requested to submit their Bid in sealed envelopes superscribing "FIXED ASSETS RELATED ASSIGNMENT FOR CONDUCTING RECONCILIATION AND UPDATION OF FIXED ASSETS REGISTER OF MSEDCL WITH PHYSICAL ASSETS DETAILS" so as to reach the address given below on or before 30<sup>th</sup> March, 2026 by 05:30 PM as per EOI & given formats (**Annexure-I to VIII**) accompanied by all necessary documents duly signed by the authorized partner of the firm by Registered Post/Speed Post/Courier/By-Hand at the following address:

#### **Address:**

The Executive Director (F&A), MSEDCL,  
1st Floor, Corporate Accounts Section,  
Plot No. G-9, Anant Kanekar Marg,  
PRAKASHGAD, Bandra (E),  
Mumbai-400051.

The bids may also be submitted by email on [mseedcleoifa@gmail.com](mailto:mseedcleoifa@gmail.com) in the form of password protected single pdf file, the size of which should not exceed 25 MB. The subject of the email should be "FIXED ASSETS RELATED ASSIGNMENT FOR CONDUCTING RECONCILIATION AND UPDATION OF FIXED ASSETS REGISTER OF MSEDCL WITH PHYSICAL ASSETS DETAILS". The password for the file should be shared separately by the bidder on 1<sup>st</sup> April 2026 before 11: 30 AM i.e. the scheduled date of opening of the bid.

**Annexure-I**

**Format of Bid**

1. Name of the Firm: \_\_\_\_\_
2. Registered Address of the Firm: \_\_\_\_\_
3. Correspondence Address of the Firm: \_\_\_\_\_
4. Email ID: \_\_\_\_\_
5. Telephone Number: \_\_\_\_\_
6. PAN Number (attach copy): \_\_\_\_\_
7. GST Number (attach copy): \_\_\_\_\_

S. No.	Particulars	Details	Documents Required
1.	Experience of the firm (in years) & Registration with ICAI or number of years as per Firm Incorporation Certificate		Registration Certificate of the firm
2.	The Average Annual Turnover of the firm for the last three financial years i.e., 2022-23, 2023-24 & 2024-25 as per Audited Annual Accounts & Income Tax Returns or the firm should provide a certificate from Chartered Accountant for evidencing the average annual turnover and positive net worth.		Audited Annual Accounts along with copy of the Acknowledgement of Income Tax Returns filed or CA Certificate
3.	Number of assignments in which the firm has an experience for assignment of Fixed Assets including Physical Verification, Preparation of Assets Register, Reconciliation & Integration of Assets with Books of Accounts & Assets Register, and Technical Valuation of Fixed Assets		Appointment letter/Work Order/ Agreement/ Contract/ Engagement Letter / Work Experience Certificate
4.	Number of assignments in which firm has an experience for assignment of Fixed Assets including Physical Verification, Preparation of Assets Register, Reconciliation & Integration of Assets with Books of Accounts & Assets Register and Technical Valuation of Fixed Assets, with Public Sector undertakings/ Government organizations/ Autonomous or Statutory Bodies in the previous financial years.		Appointment letter/ Work Order/ Agreement/ Contract/ Engagement Letter / Work Experience Certificate
5.	Experience in conducting physical verification and asset reconciliation in power Sector in India		Appointment letter/ Work Order/ Agreement/ Contract/ Engagement Letter / Work Experience Certificate
6.	Number of full time FCA Partners or or Full Time Partners in Consulting/Advisory Services Firm		Self-Declaration

7.	Number of full time ACA Partners/ or Full Time Chartered Accountants/other Qualified Finance Professionals in Consulting/Advisory Services Firm		Self-Declaration
8.	Number of semi qualified staff in the Practicing CA Firm or other Qualified Finance Professionals in the Consulting/Advisory Firm		Attach supporting documents
9.	Address of the Branch office(s), if any along with contact number		Attach supporting documents
10.	Whether the practicing CA firm is peer reviewed firm. In case of Consulting /Advisory Firm, whether the firm is empaneled with NICSI		If yes, attach supporting documents
11.	Whether Practicing CA firm is empaneled with CAG. In case of Consulting/Advisory Firm whether the firm has been enlisted by SERC/CERC/ MoP for assignments		If yes, attach supporting documents
12.	No disqualification under Companies Act, 2013		Undertaking to be attached
13.	There should not been any disciplinary action initiated against the CA Firm/Partner of the Firm/ Consulting/Advisory Firm/Partner of the Consulting/Advisory Firm		Self-declaration to be attached
14.	Firm/Partner of the firm should not restrained/debarred/blacklisted/de-listed/ de-barred by any Govt./State/PSU/Autonomous or Statutory Bodies/ any other Organization and the debarment is not in force as on last date of submission of proposal.		Self-declaration to be attached
15.	Fee inclusive of all expenses (including out of pocket expense) for assignment- excluding GST (in Rupees) GST Amount (in Rupees) Total Fee including GST (in Rupees)		

We undertake that the rates quoted above by us will not change during the Contract period and accept the payment schedule as described in Expression of Interest (EOI).

Firm Seal

Signature: \_\_\_\_\_

Name & Designation \_\_\_\_\_

Place:

Date:

**Annexure-II**

Evaluation Criteria Point Allocations for Engagement of Firms will be as follows:

<b>Sl. No.</b>	<b>Particulars</b>	<b>Criteria</b>	<b>Maximum Points allocated</b>
1.	Experience of the CA firm/Consulting Firm (in years)	1 point for every 1 year completed <b>Not qualified if less than 10 years</b>	20
2.	The Average Annual Turnover of the firm in the last three financial years i.e. 2022-23, 2023-24 and 2024-25 as per Audited Annual Accounts & Income Tax Returns or the firm should provide a certificate from Chartered Accountant for evidencing the average annual turnover and positive net worth.	-1 Crore but less than 3 Crore – 4 points -3 Crore but less than 5 Crore – 6 points -5 Crore but less than 7 Crore -8 points -7 Crore & above – 10 points <b>Not qualified if less than 1 Crore</b>	10
3.	Number of assignments in which firm has an experience for assignment of Fixed Assets including Physical Verification, Preparation of Assets Register, Reconciliation & Integration of Assets with Books of Accounts & Assets Register, and Cost Determination of Fixed Assets, with Public Sector undertakings/Government organizations/ Autonomous or Statutory Bodies/ Others	5 points per assignment	20
4.	No. of assignments in power Sector for which the firm has experience for assignment of Fixed Assets including Physical Verification, Preparation of Assets Register, Reconciliation & Integration of Assets with Books of Accounts & Assets Register and cost Determination of Fixed Assets.	5 points per assignment	20
5.	Total Experience of the firm in Power Sector (Statutory Audit/Internal Audit/Regulatory/ Consulting)	2 marks per year of experience	10
6.	Number of full time FCA & ACA Partners in case of Practicing CA Firm.	4 points for 1 FCA partner & 3 points for 1 ACA partner	10

	In case of Consulting/ Advisory/Firms- Salaried/Consulting Partners/Full Time Partners/ Directors/ Associate Director in Consulting/ Advisory Services Firm- Minimum 5 Chartered Accountants having experience of more than 10 years post qualification	3 points for Fully qualified CA	
7.	Number of qualified staff in the CA Firm Salaried Partners/Consulting Partners may be considered for work force strength For Consulting/Advisory Services Firm: Number of Chartered Accountants in the Firm with more than 3 years' experience (post qualification)	2 points for 1 Qualified CA	10
	<b>Total</b>		<b>100</b>

Firm Seal

Signature: \_\_\_\_\_

Place:

Name & Designation \_\_\_\_\_

Date:

**Annexure-III**

Details of Annual Turnover

<b>Particulars</b>	<b>Financial Year 2022-23</b>	<b>Financial Year 2023-24</b>	<b>Financial Year 2024-25</b>	<b>Average Annual Turnover</b>
Annual Turnover (as per audited annual accounts & Income Tax Returns)/CA Certificate*				
Positive Net Worth*				

\* Furnish the Audited Annual Accounts of the Firm along with copy of the acknowledgement of Income Tax Return filed for 3 financial years (2022-23 to 2024-25)/Signed Certificate from CA giving required details.

Firm Seal

Signature: \_\_\_\_\_

Name & Designation \_\_\_\_\_

Place:

Date:

**Annexure-IV**

Details of the Partners of CA Firm/ Consulting Firm

<b>S. No.</b>	<b>Name of Member</b>	<b>Designation</b>	<b>Membership No.</b>	<b>Status (Fellow/Associate Member)</b>	<b>Remarks, if any</b>
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

\* Furnish the copy of the documentary evidence in support of the information provided above. If required, add/append a page in this format.

Firm Seal

Signature: \_\_\_\_\_

Name & Designation \_\_\_\_\_

Place:

Date:

**Annexure-V**

Details of Firm's experience of similar services in various entities/assignments

<b>S. No.</b>	<b>Name of the Organisation</b>	<b>Duration of Project</b>	<b>Nature of Assignment</b>	<b>Nature of supporting documents provided</b>	<b>Whether entity is Public Sector undertaking/ Government organizations/ Autonomous or Statutory Bodies</b>
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

\* Furnish the copy of the documentary evidence in support of the information provided above. If require, add/append a page in this format.

Firm Seal

Signature: \_\_\_\_\_

Name & Designation \_\_\_\_\_

Place:

Date:

**Annexure-VI**

Details of Firm's experience of similar services in entities in Power Sector, preferably in distribution business.

<b>S. No.</b>	<b>Name of the Organisation</b>	<b>Duration of Project</b>	<b>Nature of Assignment</b>	<b>Nature of supporting documents provided</b>	<b>Whether entity is Public Sector undertaking/ Government organizations/ Autonomous or Statutory Bodies</b>
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

\* Furnish the copy of the documentary evidence in support of the information provided above. If require, add/append a page in this format.

Firm Seal

Signature: \_\_\_\_\_

Name & Designation \_\_\_\_\_

Place:

Date:

**Annexure-VII**  
**UNDERTAKING**

(To be submitted in Firm's own letter head)

It is certified that any individual or partner of our firm is not disqualified under Companies Act, 2013.

In addition to this, the Firm(s) must not be holding any assignment of Statutory Audit of the MSEDCL for the F.Y. 2025-26.

It is also certified that our Firm or any of its partners not having any pecuniary or other interest in the Company

Firm Seal

Signature: \_\_\_\_\_

Name & Designation \_\_\_\_\_

Place:

Date:

**Annexure-VIII**  
**UNDERTAKING**

(To be submitted in Firm's own letter head)

It is certified that my firm/company has never been restrained/debarred/blacklisted/de-listed/de-barred from business by any Govt./State/PSU/Autonomous or Statutory Bodies/any other Organization and the debarment is not in force as on last date of submission of proposal.

It is also certified that there has not been any disciplinary action initiated against the Firm/Partner of the Firm.

Firm Seal

Signature: \_\_\_\_\_

Name & Designation \_\_\_\_\_

Place:

Date: