


**ASSAM ELECTRICITY GRID CORPORATION LIMITED**

(A Government of Assam Undertaking)

O/o the Managing Director, Bijulee Bhawan, Paltan Bazar, Guwahati – 781001, Assam

Ref. No.: AEGCL/MD/TAXATION/AY2024-25/886/25/26

 Date: 08<sup>th</sup> May, 2026

**EXPRESSION OF INTEREST**

Engagement of Professional Services for

**Restructuring of Accounts and Implementation of Accounting Software**
**1**
**BACKGROUND**

Assam Electricity Grid Corporation Limited (AEGCL) is the principal electricity transmission utility of Assam, functioning under the Government of Assam. To comply with books of accounts as income tax act & other regulatory standard and in furtherance of its mandate for financial transparency and operational efficiency, AEGCL invites Expression of Interest (EOI) from eligible Chartered Accountant firms/CMA firm for engagement in the following areas:

- Restructuring of books of accounts for FY 2023–24 vendor wise/ individual ledger wise for all accounting unit of AEGCL i.e. 62 Nos accounting units including HQ.
- End-to-end implementation of Real Book Accounting Software across all AEGCL units.

**2**
**SCOPE OF WORK**

The selected firm shall be required to undertake the following activities as part of this engagement:

**A. Restructuring of Accounts**

- Preparation, Reconstruction & reconciliation of books of accounts for FY 2023–24 vendor wise & completion of the same in the realbook accounting software.
- Preparation of reports in respect of party ledgers & group ledgers.

**B. Implementation of Accounting Software**

- Installation and configuration of real book Accounting Software across all AEGCL units.
- Migration of existing accounting data to the new software platform.
- Customisation of the software as per AEGCL's functional and operational requirements.

**C. Training & Post-Implementation Support**

- Conducting structured training sessions for AEGCL accounting and finance personnel in respect of the new software implementation.
- Providing post-implementation support and operational handholding in running the software.
- Preparation and submission of User Manuals and technical documentation if any.

## ELIGIBILITY CRITERIA

Interested firms must fulfil the following eligibility conditions at the time of submission of the EOI:

### Mandatory Eligibility Requirements

- Registered Chartered Accountant/CMA firm with CAG Empanelment (valid registration certificate).
- Minimum 5 years of relevant experience in accounting and financial services.
- Experience in Power Sector utilities (State / Central PSUs preferred).
- Experience in preparation, restructuring, and finalisation of accounts for Government agencies/PSUs.

### Preferred Qualifications

- Experience in implementation or handling of real book Accounting Software in large-scale Govt. Organisations/PSUs

### Evaluation Criteria

#### (i) Technical Evaluation:

Evaluation Criteria for selecting the Consultants are mentioned below:

Sl. No.	Criteria	Points over the Min Eligibility	Maximum Points	Supporting Documents
1	Tenure of existence of Firm	More than 5 and less than 15 Years: 5 Marks More than 15 and less than 25 Years: 10 Marks More than 25 Years= 15 Marks	15	Firm Constitution Certificate/Certificate of incorporation
2	Resources/ Manpower	A.No of partners/Qualified paid assistant: i) Minimum 5(Five) partners -5 marks ii) For additional partner 1 Marks each Maximum – 5 Marks  B.Qualified paid assistant-1 Mark each (maximum-5 Marks)  C.No of Semi qualified Assistant: i) More than 20(Twenty)- 5 Marks (Semi-qualified meaning: - CA Inter/IPCC or CMA inter cleared candidates)	20	A. Latest Firm Registration Certificate downloaded from ICAI/ICMAI Institute Website. B. CA/CMA Passed Certificate and proof of employment  C. Marksheet and proof of employment

No.	Criteria	Points over the Min Eligibility	Maximum Points	Supporting Documents
3	Office Establishment	15 Marks for GST registered Head Office in Assam 5 Marks for Branch office in Assam	15	Latest Firm Registration Certificate downloaded from ICAI/ ICMAI Institute Website.
4	Turnover of Firm (Professional Receipts)	In each of last three immediately preceding financial year i.e. F.Y.2022-23, FY 2023-24 & 2024-25. Above Rs 100 lakh but less than Rs 200 Lakh: 10 Marks Above Rs. 200 Lakhs but less than Rs. 400 Lakhs = 15 Marks Above Rs. 400 Lakhs = 20 Marks	20	Copy of Audited Balance Sheet and Profit & Loss A/c along with Income Tax Return for the F.Y.2022-23, FY 2023-24 & 2024-25.
5	Experience of the Firm	Implementation of real book accounting Software & Assist in Preparation of Books of Accounts.  a. Each Govt. Organisation/PSU: 5 Marks per assignment. (Multiple assignment of the same nature in the same PSU for more than 1 year will be considered as 1 assignment)	10	Copy of Appointment Letters / Completion Certificate. Certificate of experience in issued by concerned PSUs/Company.
6	Work Plan	Give a write up of Work Plan, Methodology, Staffing & Timeline as per your understanding of the assignment.	20	Write up of Work Plan, Methodology, Staffing & Timeline
<b>Total Marks =</b>			<b>100</b>	

Those bidders who will score 75% or above shall be considered as technically qualified and will be eligible for financial evaluation.

## TIME PERIOD

The entire scope of the assignment shall be completed within 90 (Ninety) days from the date of issuance of the Work Order by AEGCL. Any delay beyond the stipulated period shall attract penalty as per AEGCL norms and applicable provisions of the engagement agreement.

## 5 EXTENSION CLAUSE

AEGCL reserves the right to extend the engagement for a further period of up to 2 (Two) years beyond the initial assignment, subject to satisfactory performance evaluation of the selected firm and on mutually agreed terms and conditions, at the sole discretion of AEGCL.

## 6 PAYMENT TERMS

- GST shall be applicable as per the prevailing Government of India norms.
- TA/DA for outstation visits, where applicable, shall be reimbursed as per AEGCL norms.
- The software cost shall be paid on actual basis.
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## 7 SUBMISSION REQUIREMENTS



Interested firms are required to submit the following documents along with the EOI response:

- Firm profile and valid registration details (CA/CMA firm) with documentary evidence.
- Details of relevant experience in Power Sector / Government Company/PSUs along with completion certificates with client references and contact details.
- The CA/CMA firm must have valid Partnership Deed (in case of Partnership Firm).
- The CA/CMA firm must have valid empanelment with C&AG. (Photocopy of Certificate must be attached)
- The CA/CMA firm must attach the CVs of staff.
- The firm must have to attach photocopy of valid PAN Card and GST Registration Certificate
- The firm or any of its partners/members is not been currently debarred and / or blacklisted by any active Central Government/ State Government/ Autonomous/ PSU etc. An affidavit with stamp paper shall be submitted.
- The firm should have successfully completed peer review process as prescribed by ICAI (Photocopy of Certificate must be attached)
- Certified financial statements, duly certified by PROPRIETOR / PARTNER OF THE FIRM along with ITR for the past three years, shall be enclosed.
- Certificate of membership and Certificate of Practice of all the Partners shall be submitted along with their member cards.

## 8 GENERAL TERMS & CONDITIONS

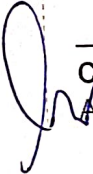
- AEGCL reserves the right to accept or reject any or all EOIs without assigning any reason thereof.
- Submission of EOI does not create any contractual obligation or financial commitment on part of AEGCL.

- Only shortlisted firms may be invited for further process, including negotiation or Request for Proposal (RFP).
- The engagement shall be governed as per General Terms and Conditions of AEGCL.
- Last date and time of submitting the EOI along with all documents is by 12:00 p.m. on 18/05/2026.

 <b>Last Date for Submission</b> 8 <sup>th</sup> May'2026	 <b>Submission Address</b> Chief General Manager (F&A), AEGCL, Bijulee Bhawan, Paltan Bazar, Guwahati – 781001, Assam
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For and on behalf of  
**Assam Electricity Grid Corporation Limited**



  
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**Chief General Manager(F&A)**  
AEGCL, Guwahati – 781001

**⚠ Disclaimer:** *This document is issued purely for the purpose of Expression of Interest and does not constitute any obligation, commitment, or contractual relationship on the part of AEGCL.*