



OFFICE OF THE EXECUTIVE DIRECTOR (FIN)

CHHATTISGARH STATE POWER DISTRIBUTION COMPANY LTD.

(A Government of Chhattisgarh undertaking) (A successor company of C.S.E.B.)

CIN: U40108CT2003SGC015822

VIDYUT SEWA BHAWAN, GROUND FLOOR, DANGANIYA, RAIPUR

PHONE NO.: -0771-2574349, Website-www.Cspdcl.co.in.

E-mail- fin.cspdcl@cspc.co.in

No.05-06/Accounts/1777

Raipur, Dated:28.10.2024

NOTICE INVITING TENDER

Sealed tenders are invited from reputed CA firms for preparation of quarterly and annual accounts and related allied activities of CSPDCL:-

Tender Specification No. 1777 dated 28.10.2024

RFX No. 8100039972

Name of Work: - Appointment of CA Firm for preparation of quarterly and annual accounts of CSPDCL and related allied activities for two years.

Cost of Tender Document – Rs. 5,000/- (inclusive of GST @ 18%)

Estimated Cost of Tender (for two years) – Rs. 38.70 Lacs (inclusive of GST @ 18%)

Mode of payment- The payment of Cost of tender document should be made through crossed Demand Draft in favour of " **MANAGER, CAU,CSPDCL**", payable at Raipur.

Due dates relating to Tender:-

Particulars	Due Date	Time	Place
(i)Due date of obtaining "Tender Form for preparation of quarterly and annual accounts of CSPDCL"	19.11.2024	12.00 Hrs.	O/o The Executive Director (Fin.) CSPDCL, Vidyut Seva Bhawan, Danganiya, Raipur C.G 492013. Note:- In case of change in due date, it shall be intimated on the website
(ii)Due Date of submission of offer	Up to 19.11.2024	15.00 Hrs.	
(iii) Due date of opening of Part-I&II Bids (Technical Bids)	19.11.2024 at 16.00 Hrs		
(iv) Due date of opening of Part III Bid (Price Bids)	To be notified separately		

Note:-In case due date for opening of bid happens to be a holiday, the due date shall automatically be shifted to the next working day, for which no separate intimation will be given.

The tender documents may be purchased from the O/o ED(Finance), CSPDCL, Ground Floor, Vidyut Seva Bhavan, Danganiya Raipur (CG) 492013, on payment of non-refundable tender cost between 11.00 Hrs. to 17.00Hrs on all working days from tender publication date to 19.11.2024. Tender document can also be downloaded from our website link <http://cspc.co.in>. In case of downloaded tender document from the website, the bidder has to submit cost of tender document in form of crossed Demand Draft in Part I at the time of submission of bid.


Executive Director (Finance)
C.S.P.D.C.L, Raipur

To,

Sub: - Tender for appointment of CA Firm for preparation of quarterly and annual accounts of CSPDCL and related allied activities for two years.

Timely preparation of financial accounts of FY 2024-25 & 2025-26, for preparation of quarterly accounts and for smooth execution of all associated activities, CSPDCL has issued an open tender through e-bidding for inviting offers from reputed CA firms to execute the work by deploying 02 no. full time skilled CAs having minimum 7 years post qualification experience and experience of at least one year in preparation of Quarterly and/ or Annual Accounts as per Ind AS in ERP/SAP environment in any central/state power sector PSU or Private Sector Company (having minimum annual turnover of Rs.1000 crore).

Accordingly, it is requested to submit your offer as per enclosed tender in 3 parts: -

Part – I Bid: Cost of tender document (if tender is downloaded) & EMD (in form of crossed Demand Draft).

Part –II Bid: documents for Commercial terms & conditions.

Part- III Bid: Professional Fee in the format prescribed.

1. Please note that this tender shall be provided online as well as offline. The bidder has to submit all documents in hard copy in three separate envelopes & envelopes should be super-scribed as Part-I Bid (cost of tender document & EMD), Part-II Bid (Commercial terms & conditions and PQR documents) and Part III Bid (Professional Fee) respectively. All the three envelopes should be kept in one large envelope super-scribed as **"Offer for appointment of CA Firm for preparation of quarterly and annual accounts of CSPDCL and related allied activities for two years"** and should be dropped in the tender box kept in **O/o ED(Finance), CSPDCL, Ground Floor, Vidyut Seva Bhavan, Danganiya, Raipur(CG) – 492013** by 19.11.2024 up to 15:00 Hrs.
2. In case, the lowest rate is quoted by more than one firm, then successful bidder among the lowest bidder shall be decided on the basis of lottery. Lottery will be drawn in the presence of authorised representative of the firms. After drawl of lottery no claim shall be entertained from any of the bidders.


Executive Director (Finance)
C.S.P.D.C.L, Raipur

Special Instructions to bidders for submission of bid through SAP- SRM module (e-bidding)

The tender specification no. 1777 is to be processed through e-bidding. The offer is to be submitted online mode through SAP-SRM module as well as offline (hard copy). As described below Details of NIT & Tender Documents are available on our website – <http://www.cspc.co.in> & <http://ebidding portal>. The bidder may download the same from the above site. In e-bidding portal, tender documents will be displayed in online tender display at Technical RFx section.

Last date & time of submission of bid in hard copy and also in softcopy is 19/11/2024 upto 15.00 pm and due date & time of opening of part –I and part-II of the tender is 19/11/2024 at 16.00 pm.

Important Instructions: -

1. Please note that this tender shall be processed online as well as offline. The bidder has to submit all the documents in hard copy as per tender specifications in three envelopes. Besides above, scanned copy of following documents are to be uploaded in e-bidding portal: -

- (a) The scanned copy of DD for tender fee.
- (b) The scanned copy of DD for EMD.

It may please be noted that only above mentioned documents are to be uploaded in e-bidding portal and no other document is required to be submitted in e-bidding portal. The bidder shall give reply to following questions regarding above documents in e-bidding portal:-

Whether scanned copy of tender fee DD uploaded. Yes/No

Whether scanned copy of DD of EMD uploaded. Yes/No

2. It is not required to upload /attach scanned copy of price bid in Soft/ Hard copy. Only the rates are to be filled in the item tab in e-bid in SAP SRM System (online e-tender). Rates should be quoted online & in specified fields only. Once the rates are filled, the bidders may change their rates up to the due date and time of submission of tender. After due date and time, no change on any ground whatsoever will be accepted.

3. After scrutiny of techno-commercial bid, the price bid will be opened in e-bidding system only of eligible bidders for which suitable advance intimation will be given to the bidders offline and/or through email.

4. Please note that e-mail is system generated, hence bidders are advised to regularly check their inbox/junk mail box.

5. CSPDCL shall not assume any responsibility for technical issues like non-supporting of system, internet, line & associated hardware & software for bidding their tender. No extension in time shall be granted on such grounds. The bidder is advised to submit their bid well before submission

Dead line to avoid any system related problem. It is strongly recommended not to wait for submission of bid in last minutes as internet/technical problem may disrupt their works.

6. Reference time for submission dead line shall be the time displayed in the portal and shall be treated as final.

7. After end of submission dead line, no alteration in the tender will be allowed by the system. However, in case of extension of due date of opening of tender, the bidders will be allowed to submit revised bid in the system, if any

8. CSPDCL will not accept incomplete bid.

9. The bidder must have a valid Digital Signature & SAP SRM User ID. User ID & Password from CSPDCL, and Digital Signing Certificate and Digital Encryption Certificate from any recognized digital signature issuing authority are required for participation in any e-tender. The bidder must ensure reliability of digital signature issuing authority. For User ID and Password for participating in the tender, the bidder shall register on line through e-bidding portal.

10. The e-bidding vendor user manual displayed on website- <http://ebidding.cspcl.co.in:50700/irj/portal> for the help of the bidders. For any further queries the bidder may contact at Helpline no. 0771-2576672/73 (EITC, CSPDCL, and Raipur)

11. The training for bidders is generally available on every Wednesday from 3.00 pm to 5.00 pm at office premises of Energy Info Tech Center (EITC) at Dangania, Raipur.

12. Tender shall be opened in the scheduled time as notified. If the due date of opening/submission of tender documents is declared a holiday by the Govt. or local administration, it will be automatically shifted to next working day for which no prior intimation shall be given. Tender opening shall be continued on subsequent days, in case the opening of all tenders is not completed on due date because of the technical constraints of system on the day of opening. It may be noted that the due date of opening/time may be revised/ extended if desired by CSPDCL without assigning any reason. However, intimation shall be available on company's tender portal/bidders email (if participation shown). The bidders are requested to keep track of the same.

13. Amendment in tender specification, if any, will be published on our website as well as in SRM system and the intimation regarding amendment in date extension will be conveyed through system generated e-mail to registered bidders only.

14. Before participating the bidder shall carefully read all the instructions and processes.

15. Tender duly completed in all respects will be accepted online up to due date & time and will be opened on the due date at specified time in the presence of tenderers or their authorized representatives. In case of authorized representative(s) they shall bring the original authorization letter with their signature attested by the tenderer.


Executive Director (Finance)
C.S.P.D.C.L, Raipur

General and Commercial Terms and Conditions of the Tender

1. Due date relating to the bidding:

Particulars	Due Date	Time	Place
(i)Due date of obtaining "Tender Form for Appointment of CA Firm for preparation of quarterly and annual accounts of CSPDCL and related allied activities for two years" on contract	19.11.2024	12.00 Hrs.	O/o ED (Fin.) CSPDCL, Vidyut Seva Bhavan, Danganiya, Raipur C.G 492013. Note:- In case of change in due date, it shall be intimated in the website of CSPDCL
(ii) Due Date of Submission of Offer	Up to 19.11.2024	15.00 Hrs.	
(iii) Due date of opening of Part-I&II Bids (Technical Bids)	19.11.2024 at 16.00 Hrs		
(iv) Due date of opening of Part III Bid (Price Bids)	To be notified separately		

Note:- In case due date for opening of bid happens to be a holiday, the due date shall automatically be shifted to the next working day, for which no separate intimation will be given.

CSPDCL reserves the right to accept/reject any or all the offers without assigning any reason thereof.

2. Introduction and background of CSPDCL

Chhattisgarh State Power Distribution Company Limited, with its Head Office at Vidyut Sewa Bhawan, Danganiya, Raipur, (C.G.) is a State Power Distribution Company incorporated under the provisions of the Companies Act, 2013 and is Government of Chhattisgarh Undertaking. CSPDCL is engaged in distribution and retail supply of electricity to its consumers & maintenance of distribution network.

3. Work of the Company includes:

- (a) Distribution of electricity to LT/HT consumers and Sale of surplus power to out state.
- (b) Compliance of requirements provided under provisions, regulations, notifications, clarification, etc issued by Chhattisgarh State Electricity Regulatory Commission (CSERC).
- (c) Operation and Maintenance of distribution system.
- (d) Billing to LT/HT consumers and collection of revenue from LT/HT consumers.
- (e) Capital investment for improvement and capacity enhancement of distribution system.
- (f) Implementation of various schemes of Central and State Government such as RDSS.

The Accounting structure of CSPDCL:

CSPDCL has 9 accounting units situated throughout the state of Chhattisgarh and accounting works are being done at these Regional Accounting Offices (RAOs) as under:

- i) RAO Ambikapur
- ii) RAO Bilaspur
- iii) RAO Raigarh
- iv) RAO Durg
- v) RAO Jagdalpur
- vi) RAO Raipur-I
- vii) RAO Raipur-II
- viii) RAO Rajnandgaon
- ix) CAU Danganiya, Raipur

- x) Accounting of loans, interest thereon, equity, government grant, power purchase etc are kept at ED (Finance) office (Head Office). Consolidation of accounts of Regional Accounting Units of CSPDCL is done at Head Office, Raipur.

4. Scope of work under this tender

1. The scope of work shall be- Preparation of Financial Statements of FY 2024-25 & onwards as per Ind AS along with fixed assets register, schedules as per revised schedule-III as per MCA order dated 24/03/2021 etc. Further CA firm upon award of contract shall provide assistance in the Statutory audit and supplementary C&AG audit of accounts, preparation of tax audit report.
2. The Bonds of CSPDCL are also listed on NSE. Further the Company is also participating in the RDSS Scheme of Govt of India. Therefore preparation of Quarterly Accounts in required format shall be prepared within stipulated time period.

Detailed scope of work under the above is as follows:

Preparation of Financial Statements

- i. Preparation of balance sheet and statement of profit and loss as per the applicable laws and guidelines of companies Act 2013 including classification thereof.
- ii. Preparation of annexure and schedules required for annual accounts & for tax audit report.
- iii. Providing assistance to the management during Statutory audit and supplementary audit by CAG.
- iv. To provide consultancy on remedial measures to be undertaken for observations/ qualifications of Statutory auditor / CAG auditor, revisit to exiting accounting policies being followed by company.
- v. 100% checking of power purchase and transmission expenses including preparation of party wise list of power purchase & outstanding balances as at the end of the year and schedule of interstate sale of power including UI charges should also be prepared.
- vi. Reconciliation of R-15 generated through ERP with income accounted in SAP & Manual R-15 providing by Revenue department.
- vii. Preparation of bank reconciliation statement of Head Office.
- viii. Scheduling & classification of amount receivables and payables including outstanding liabilities of power purchase, employee liabilities, retention money deposit, security deposit, earnest money deposit, intermediary code (GR/IR account) etc. through SAP in accordance with revised schedule-III. The management will extend all necessary support to the consultant.
- ix. Verification and Reconciliation of inter stores transactions.
- x. Party wise schedule of scrap sale including its Reconciliation with all the related accounts (income, TCS, GST etc).
- xi. Preparation of party wise schedules of loan including schedule of finance charges and capitalization of interest including their classification in the Financial Statements.

- xii. Provision of closing liability of all RAO's including HO and CAU should be made to ensure that expenditure pertaining to year have been provided adequately and are in line with accounting policy followed by the company.
- xiii. Reconciliation of inventory list with accounts and proper accounting and disclosures in accordance with applicable standards.
- xiv. Reconciliation of funds received, utilized and unspent fund under the scheme of DDUGJY/ IPDS/ RGGVY/ APDRP/ RDSS and other schemes.
- xv. Reconciliation of intercompany balances.
- xvi. Reconciliation of income as per form 26AS with financial accounts.
- xvii. Preparation of schedule of FDR's / CLTD (Scheme wise) and checking of interest received and accounting of accrued interest based on the certification from banks or form 26AS by traces website.
- xxviii. Provide assistance in incorporating rectification entries in SAP so that accounts (Trail balance) will be prepared as per the trail balance generated from SAP.
- xix. Verification of tax deduction on payments as stipulated under the income tax act and identification of cases of delay in remittance of TDS to the central govt.
- xx. Reconciliation of statutory dues such as EPF, TDS, NPS, GPF GST etc.
- xxi. Verification and Reconciliation of GST A/c ledger with payments reco of clearing A/c of HT & LT consumers, reconciliation of GST TDS collected and its payment with corresponding ledgers.
- xxii. Preparation of Fixed assets register & CWIP register.
- xxiii. Calculation of Depreciation on fixed assets and preparation of depreciation register.
- xxiv. Providing entries for interest capitalization, additional depreciation, amortization and rectification if any required.
- xxv. Overhead calculation & capitalization applying on CWIP.
- xxvi. Assistance is required for assetization of completed work in SAP system.
- xxvii. Assistance is required for get audited the accounts from Statutory Auditors and by AG auditors.
- xxviii. Preparation of Quarterly Accounts as per format of SEBI & RDSS Scheme.
- xxix. Preparation of MIS and data required for Tariff filing, Govt and Financial Institution etc.

(The schedule of completion of various activities is indicated in Appendix-V.)

5. Conducting the work:

- I. The work shall be conducted in accordance with Rule framed under the Companies Act 2013 & other relevant Acts and as per the regulatory regime. Suitable monitoring

shall be done by office in-charge during the work. The firm shall duly comply with the instruction of office in charge in this regard.

- II. All concerned offices shall provide necessary co-ordination to the firm for conducting the work.
- III. The Firm shall deploy two CAs having minimum 7 years post qualification experience and one year experience in preparation of accounts as per Ind AS in ERP environment in any central/state power sector (PSU) or Private Sector Company (having minimum annual turnover of Rs 1000 crore) for the work assigned under the contract and provide the details like name of candidate; their CVs and CA certificates at the beginning of the contract for professional services. The candidate provided as above shall have to attend the office regulatory from 10.00 AM to 5.30 PM in concerned place of engagement/ work. The candidates shall be allowed leave on National holidays, Saturday & Sunday and those holidays which are allowed to CSPDCL's employees. In case of urgency of completing the work within time, candidates may have to do extra hour working / holiday working for which no extra amount shall be paid to the candidate. TA/DA/ boarding expenses shall be paid as applicable to class-II officers of the company to outside RAO's visit at designed intervals the candidates shall be provided office space and furniture and fixture however laptop shall be provided by the firm/candidate.
- IV. The work shall be reviewed from time to time as and when required. For this purpose firm shall report the progress of work to the DGM (A/cs) O/o E.D.(Fin), CSPDCL

6.Pre-Bid Submission clarification:

- (a) Pre-bid submission clarification, if needed on any point of this enquiry or others related to this enquiry may be got clarified during office hour at phone number 0771-2576675.
- (b) CSPDCL, at its sole discretion, reserves the right to respond to clarification raised by Applicants. No response to a clarification request shall be construed for amending enquiry Document.

7.Submission of offer:

The bid should be submitted in three separate envelopes & envelope should be super-scribed as **"Part-I Bid (EMD), Part-II Bid (Commercial terms & conditions and PQR documents) and Part III Bid (Professional Fee)"**.

All the three envelopes should be kept in one large envelope super-scribed as **"Offer for appointment of CA Firm for preparation of quarterly and annual accounts of CSPDCL for two years on contract"** and should be dropped up to xxxxxx (15.00 Hrs.) in the tender box kept at Room No -16, O/o ED (Finance), CSPDCL, Ground Floor, Danganiya Raipur (CG)-492013.

Detailed contents of each envelop is as under:-

- (a) **Part-I** Cost of tender & EMD in the form of crossed Demand Draft drawn in favour of **"Manager, CAU, CSPDCL"** payable at Raipur needs to be submitted through Part-I Bid. In absence of Tender fee & EMD Part-II & III bid shall not be opened, in case bidder has downloaded bidding document from the website, a DD of Rs 5,000/- (inclusive of GST

@18%) towards cost of tender document should also be submitted in Part-I and D.D. for EMD amounting to Rs 40000/-.

- (b) **Part-II** bid should consist of –Appendix I,II and IV and tender document (General and commercial terms & conditions of the tender and other terms & conditions specified) signed with seal on each and every page.
- (c) **Part-III** bid shall contain only Appendix III (professional fee) duly filled in and signed by the authorised signatory of the CA firm. The firm shall quote fixed professional fee including all expenses but excluding GST in column "C" of table in Appendix-III. GST shall be paid extra.

On due date of opening, the envelope containing Part III bid of only those CA firm shall be opened who are found eligible as per the eligibility criteria.

8. EARNEST MONEY DEPOSIT:

- I. The Earnest money deposit against this tender is **Rs. 40,000/- (Rs Forty Thousand)** only which shall be deposited in Demand Draft form. Tenders without Earnest money shall be summarily rejected.
- II. **Refund of Earnest Money, to unsuccessful Bidders** - EMD shall be returned to the unsuccessful tenderers, within 30 days of award of contract under the tender. **No interest shall be paid on EMD amount.**
- III. **Refund of Earnest Money to successful bidder:** EMD of bidders on whom the order has been placed, shall be returned on acceptance of security deposit. No Interest shall be paid on EMD amount. On request of successful bidder EMD amount deposited may be adjusted in Security Deposit amount.

Earnest Money Deposit (EMD) shall not be refunded to bidder who withdraws offer at any stage or does not accept order placed by this office on the mutually agreed terms and condition during validity of the offer.

9. SECURITY DEPOSIT:

Within 7 days of receipt of this order, the selected bidder shall be required to deposit an amount equivalent to 10% (Ten percent) of the contract value for the first year period towards Security Deposit in the form of Demand Draft or TDR/STDR in favour of "**MANAGER, CAU, CSPDCL**", payable at Raipur. Before commencement of 2nd year, the Security Deposit of first year shall be renewed to the value equivalent to 10% of contract value for 2nd year period. Security Deposit shall be retained till faithful performance of terms & conditions of the order & settlement of liability, if any. No interest on security deposit amount shall be payable by the company. The security deposit shall be returned after faithful performance as per terms & condition of the order. The security amount shall be forfeited, if the contractor fails to execute the work as per terms & condition of the order

10. Telex/Fax/Telegraphic bid:

Bid submitted through email/ Telex/Fax/Telegraphic mode will not be considered under any circumstances.

11. Deviations from terms and conditions and conditional bid:

Offer with deviation in commercial terms & conditions like payment term, validity etc. shall not be accepted.

12. Incomplete Bids/errors/ambiguities in bid:

- (a) Incomplete or obscure tender is liable for rejection.
- (b) Fee should be quoted in both figures and words. In case of ambiguity between fee in figures and words, fee quoted in words shall be considered for evaluation.
- (c) In case of ambiguities or self-contradictory terms/conditions mentioned in the bid, interpretations as may be in the interest of CSPDCL may be taken without any reference to the CA firm.

13. Delayed/Late Bids:

CSPDCL shall not assume any responsibility for any postal delays either for the late receipt of the documents by the CA professional firm or late receipt of the offer by CSPDCL. Extension in time for submission of the bid shall not be granted in any case.

14. Amendment in Bidding Document:

At any time prior to the deadline for submission of Bids, CSPDCL may, for any reason, whether at its own initiative or in response to a clarification required by a prospective bidder, modify the bidding documents by amendment(s). The amendment will be notified in writing or by Fax/E-mail to all prospective Bidders, who have purchased the bidding documents at the address contained in the letter of request for issue of bidding document at the address contained in the letter of request for issue of bidding document form the bidders. The amendment shall also be uploaded on the website of the company. CSPDCL shall bear no responsibility or liability arising out of non-receipt of the same in time or otherwise. In order to afford prospective bidder reasonable time to take the amendment into account in preparing their bids, CSPDCL may, at its discretion, extend the deadline for the submission of bids. Such amendments, clarification etc. shall be binding on bidders and will be given due consideration by the bidder while they submit their bids and invariably enclose such documents as part of the bid.

15. Pre-Qualification Criteria Requirements (PQR)

The bidder shall fulfil the following criteria in order to be eligible for award of contract under the instant tender. The bidder shall submit documents for the verification of qualification as mentioned in **Appendix I** against each criterion:-

- (i) The CA firm should have its registered head office/branch office in Raipur, Chhattisgarh. (Details may be furnished for office such as complete address, phone numbers and person in charge and staff in each office).
- (ii) The CA firm / its associates / partners should have experience of preparation of accounts as per Ind AS in ERP environment in any central/state power sector PSU or Private Sector Company (having minimum annual turnover of Rs. 1000 crore).
- (iii) CA firm should have at least 5 Nos. Fellow chartered Accountant (FCA) and 4 Nos. Associated Chartered Accountant (ACA) associated with them.
- (iv) The CA firm should have minimum average annual professional receipts during last three financial years (2021-22, 2022-23, 2023-24) of Rs. 40,00,000/- (Rs. Forty lakhs only). The firm should furnish details along with copies of audited/certified balance sheet and profit and loss account, in format at appendix-II.

- (v) There should be no legal suit/criminal case pending or contemplated against CA firm on the ground of moral turpitude or for violation of any law in force (An undertaking from the firm is required)

NOTE: - Relevant documentary proofs (as mentioned in Appendix-I) in respect of all the above requirements need to be submitted along with the Part-II offer –“**Qualifying Bid**” in **Appendix-I**. Without sufficient documentary proof about above qualifying criteria, Part-III offer- “**Professional Fee Bid**” shall not be opened.

16. Professional Fee:

The firm shall quote Professional fee for two years period as per format in **Appendix-III**. GST shall be paid extra. TA/DA/ boarding expenses shall be paid as applicable to class-II officers of the company to Company's RAO's visit located outside Raipur. The income tax/any other tax applicable as per rules shall be deducted from bills as per Govt. Rules. The GST shall be paid extra as per GST act which shall be applicable for this contract.

17. Award criteria: -

CSPDCL shall be at liberty to accept any bid, lowest or otherwise or reject any or all bids without assigning any reason thereof. Successful bidder will be informed by post.

18. Validity of offer:

The offer shall be valid for acceptance for a period of 90 days from the last date of submission of bids.

19. Disqualification:

CSPDCL may, at its sole discretion, and at any time during the evaluation process, disqualify any Applicant, if the Applicant has:

- i. Submitted the Proposal after the response deadline;
- ii. Made misleading or false representation in the forms, statements and attachments submitted as proof of the eligibility requirements;
- iii. Exhibited a record of poor performance such as abandoning works, not properly completing the, inordinately delaying completion, being involved in litigation, or financial failures, etc.;
- iv. Submitted a proposal which is not accompanied by required documentation or is non-responsive;
- v. Failed to provide clarifications related thereto, when sought;
- vi. Submitted more than one Proposal. This will cause disqualification of all the Proposals submitted by such Applicant.
- vii. Penalized for any disciplinary proceedings and any disciplinary proceedings should be pending against them as on the date of application.
- viii. Blacklisted/debarred anytime during last 3 years ending 31st March 2024 from participations in a tender floated by any central/state PSU / Government undertaking.

20. Signing of contract agreement and completion of formalities:

- (a) Successful applicant shall be required to sign contract with CSPDCL, on non-judicial stamp paper of Rs 250/- within fifteen days of receipt of order. Cost of stamp paper and revenue

stamp to be affixed on contract agreement shall be borne by the applicant. Company shall not reimburse these costs.

- (b) Failure of the successful applicant to sign the contract within the stipulated time period shall constitute sufficient grounds for the annulment of the award, in which event CSPDCL may blacklist the bidder and make the award to another applicant or call for fresh bids.
- (c) At the time of signing of agreement the firm shall provide names of 2 CA's with 7 years post qualification experience and one year experience in preparation of accounts as per Ind AS in ERP environment in any central/state power sector PSU or Private Sector Company (having minimum annual turnover of Rs. 1000 crore) who will be engaged by them. Further any change or alteration in the CA's appointed will not be allowed without prior approval of the competent authority who shall be E.D.(Fin).

21. Subletting of work

The awarded CA firm shall not sublet the work. In case, the firm sublets whole or any part of the work ordered, the contract may be terminated and action deemed fit may be taken against the firm.

22. Payment terms of professional fees

No advance professional fee shall be paid. The firm shall submit the Bill in Triplicate to E.D.(Finance) CSPDCL, Vidyut Sewa Bhawan, Danganiya, Raipur on work milestone basis. The Payment structure of Works Milestone is as under:-

Period	Nature of Work Completed	Target Date	% of Yearly Fees Released
Ist Year	Preparation of Quarterly Accounts (Qtr III of FY 2024-25)	on or before 07.02.2025	15%
	Preparation of Quarterly Accounts (Qtr IV of FY 2024-25)	on or before 24.05.2025	15%
	Preparation of Quarterly Accounts (Qtr I of FY 2025-26)	on or before 07.08.2025	15%
	Preparation of Yearly Accounts for FY 2024-25	on or before 31.08.2025	20%
	Assistance in Completion of Statutory Audit of FY 2024-25	on or before 15.09.2025	10%
	Assistance & Completion of Supplementary Audit of FY 2024-25		10%
	Preparation of Quarterly Accounts (Qtr II of FY 2025-26)	on or before 07.11.2025	15%
IInd Year	Preparation of Quarterly Accounts (Qtr III of FY 2025-26)	on or before 07.02.2026	15%
	Preparation of Quarterly Accounts (Qtr IV of FY 2025-26)	on or before 24.05.2026	15%

Preparation of Quarterly Accounts (Qtr I of FY 2026-27)	on or before 07.08.2026	15%
Preparation of Yearly Accounts for FY 2025-26	on or before 31.08.2026	20%
Assistance & Completion of Statutory Audit of FY 2025-26	on or before 15.09.2026	10%
Assistance & Completion of Supplementary Audit of FY 2025-26		10%
Preparation of Quarterly Accounts (Qtr II of FY 2026-27)	on or before 07.11.2026	15%

The copy of registration certificate for GST shall be submitted along with bill. The tax shall be deducted at source as per prevailing rules. **Payment shall generally be released within 15 days of submission of bill.**

23.Extension of Order:

CSPDCL reserves the right to place on order for extension of contract on the same rates, terms and conditions for a further period of one year, subject to satisfactory performance of the professional firm during previous period. The rate for extension period will be on mutually agreed basis but in any case should not exceed the % (percentage) increase of 2nd year over 1st Year as quoted by the firm.

24.Cancellation of Order:

CSPDCL may upon written notice of default, terminate contract in the circumstances detailed hereunder:-

- If in the opinion of CSPDCL, the CA firm fails to perform the work within the time specified or during the period for which the CSPDCL has granted extension, if any.
- If in the opinion of CSPDCL, the CA firm fails to comply with any of the provisions of this contract. In such case, a written notice shall be served by CSPDCL to the professional firm to stop further activities and take urgent steps towards corrective measures, failing which the order will be cancelled.
- In the event of such termination, CSPDCL may exercise its discretionary powers to award the work to other CA firm after giving one month notice to the professional firm of account, and at the risk and cost of CA firm.
- The performance of the firm shall be reviewed periodically and for any unsatisfactory performance the company reserves the rights to terminate the services giving a notice of 15 days to the firm.
- Notwithstanding the provisions of the Clauses (a), (b), (c) and (d) as mentioned above, CSPDCL reserves all rights, not to give any reason in writing or otherwise, towards cancellation of the contract at any time.
- The decision of the CSPDCL shall be final regarding the acceptability of the repost submitted by the CA firm and the concerned company shall not be required to give any reason in writing or otherwise at any time towards rejection of same.

25. Confidentiality:

The awarded firm shall keep all information/documents/facts of CSPDCL confidential and not use them for the purpose other than that required under this tender/assignment.

26. Force Majeure:

Any cause that is beyond the reasonable control of the CA firm or CSPDCL shall be force majeure condition. The cause of the force majeure condition will be taken into consideration only if tendered within 15 days from the occurrence of such delay. CSPDCL shall verify the facts and grant such extension as the facts justify. For extension due to force majeure conditions the CA firm shall submit its representation along with documentary evidence for scrutiny by the CSPDCL and decision of the CSPDCL in this regard shall be final and binding.

27. Liquidated Damage:

In case of delay in work as per timelines given in clause 22, penalty @1/2% (Half percent) per week for delay in submission of report subject to maximum of 10% of order value (for that year) shall be imposed.

28. Officer in charge:

The DGM (A/cs) O/o ED (Finance), CSPDCL shall be the officer-in-charge. Any guidelines required during execution of work may be taken with Officer-In-Charge whose contact no. is 0771-2576675.

29. Jurisdiction:

Any dispute or difference, arising under, out of, or about this work order shall be subject to exclusive jurisdiction of the competent court at Raipur (CG) only.


Executive Director (Finance)
C.S.P.D.C.L, RAIPUR

Information/Documents required to be submitted by the bidder to verify Qualifying Criteria

SL. No.	Qualification Criteria	Documents required
1.	The CA firm should have its registered head office/branch in Raipur, Chhattisgarh. (Details may be furnished for office such as complete address, phone numbers and officer in charge and staff in each office)	FRN (Firm Registration Number) certificate from ICAI website is required.
2.	The CA firm / its associates / partners should have experience of preparation of accounts as per Ind AS in ERP environment in any central/state power sector PSU or Private Sector Company (having minimum annual turnover of Rs. 1000 crore).	Order copy must be provided in line with qualify PQR.
3.	CA firm should have at least 5 Nos. Fellow chartered Accountant (FCA) and 4 Nos. Associated Chartered Accountant (ACA) associated with them.	FRN (Firm Registration Number) certificate from ICAI website is required.
4	The CA firm should have minimum average annual professional receipts during last three financial years (2021-22, 2022-23, 2023-24) of Rs. 40,00,000/- (Rs. Fifty lakhs only). The firm should furnish details along with copies of audited/certified balance sheet and profit and loss account, in format at appendix-II	As per enclosed Audited/self certified Annual Account in Appendix -II & copy of Income Tax return.
5	There should be no legal suit/criminal case pending or contemplated against CA firm on the ground of moral turpitude or for violation of any law in force (An undertaking from the firm is required)	Format of Undertaking in Appendix -IV

NOTE: - Relevant documentary proofs in respect of all the above requirements need to be submitted. Without sufficient documentary proof about above qualifying criteria, Part-III offer- "Professional Fee Bid" shall not be opened.

Appendix-II**Financial Details (As per enclosed Audited/self certified Annual Account)**

Please enclose copies of Audited / self certified Annual Account of last three years.

Financial Year	Professional Receipt (Amt- Rs in Lac)	Document to be submitted verification
2021-22		Audited/ self certified Annual Account
2022-23		Audited/ self certified Annual Account
2023-24		Audited/ self certified Annual Account

Note: As per PQR clause- 13(IV)- The Firm should have minimum average annual Professional receipts of Rs 40,00,000 (Rupees Fifty lakhs only) during previous three financial years i.e. FY 2021-22, 2022-23, 2023-24; (Copy of audited / self certified annual account to be submitted along with this Appendix).

Authorised Signatory

Name & Title of Signatory

Name of Applicant:

Address:

Professional Fees of CA Firm for preparation of quarterly and annual accounts of CSPDCL and related allied activities for two years.

(FORMAT FOR SUBMISSION WITH PART-III PRICE BID)

Sl. No.	Particular	Total Value
1	Lump sum Professional fees for preparation of quarterly and annual accounts of CSPDCL and related allied activities for 1st Year	
2	Lump sum Professional fees for preparation of quarterly and annual accounts of CSPDCL and related allied activities for IInd Year	
3	Total Bid value excluding GST	
4	GST @.....	
5	Total value including GST	
	In words:- (Rs _____)	

Signature of authorized representative
Seal

UNDERTAKING

We undertake that there is no legal suit/criminal case is pending or contemplated against our firm on the ground of moral turpitude or for violation of any law in force.

Signature of authorized representative
Seal

The schedule of completion of various activities is as under:-

Period	Nature of Work Completed	Target Date
Ist Year	Preparation of Quarterly Accounts (Qtr III of FY 2024-25)	on or before 07.02.2025
	Preparation of Quarterly Accounts (Qtr IV of FY 2024-25)	on or before 24.05.2025
	Preparation of Quarterly Accounts (Qtr I of FY 2025-26)	on or before 07.08.2025
	Preparation of Yearly Accounts for FY 2024-25	on or before 31.08.2025
	Assistance in Completion of Statutory Audit of FY 2024-25	on or before 15.09.2025
	Assistance & Completion of Supplementary Audit of FY 2024-25	
	Preparation of Quarterly Accounts (Qtr II of FY 2025-26)	on or before 07.11.2025
IInd Year	Preparation of Quarterly Accounts (Qtr III of FY 2025-26)	on or before 07.02.2026
	Preparation of Quarterly Accounts (Qtr IV of FY 2025-26)	on or before 24.05.2026
	Preparation of Quarterly Accounts (Qtr I of FY 2026-27)	on or before 07.08.2026
	Preparation of Yearly Accounts for FY 2025-26	on or before 31.08.2026
	Assistance & Completion of Statutory Audit of FY 2025-26	on or before 15.09.2026
	Assistance & Completion of Supplementary Audit of FY 2025-26	
	Preparation of Quarterly Accounts (Qtr II of FY 2026-27)	on or before 07.11.2026

UNDERTAKING

I.....Sole proprietor/ Partner of
M/s.....is giving undertaking that details
given are correct to the best of my knowledge and I agree to abide by all your Tender / Order terms
and conditions. In case it is observed to be false / incorrect / incomplete Subsequently, I will be
solely responsible.

PLACE:

SIGNATURE OF TENDERER

DATE

NAME IN FULL

DESIGNATION/STATUS IN THE FIRM

FIRM SEAL

UNDERTAKING

I.....Sole proprietor/ Partner of
M/s.....hereby undertake that in case of
lowest rate is quoted by more than one firm then I/we shall have no objection in deciding successful
bidder among the lowest bidder on the basis of lottery. Once the Successful bidder is determined
through lottery, I/we will honour the same and not lodge any claim on any matter in respect of this
enquiry.

PLACE:

SIGNATURE OF TENDERER

DATE

NAME IN FULL

DESIGNATION/STATUS IN THE FIRM

FIRM SEAL