

छत्तीसगढ़ राज्य विद्युत वितरण कंपनी मर्यादित
कार्यालय अधीक्षण अभियंता (सं./सं.) वृत्त छ.रा.वि.वि.कं.मर्या. रायपुर छ.ग.

रायपुर दि०-12.09.2025

10-20/Pur/Tender/3652

निविदा आमंत्रण सूचना

छत्तीसगढ़ राज्य विद्युत कंपनी के वरिष्ठ लेखाधिकारी-एक एवं दो, छ.रा.वि.वि.कं.मर्या. रायपुर हेतु इस कार्यालय के निविदा क्र० दिनांक के तहत चार्टर्ड एकाउंटेंट (संधी लेखाकार) के अस्थाई अल्पकालीन अनुबंध हेतु पंजीकृत उपर्युक्त ठेकेदारों से मुहरबंद निविदाएं आमंत्रित की जाती हैं।

क्र०	कार्य का नाम	संख्या	निविदा का मूल्य	ब्याना राशि
1	चार्टर्ड एकाउंटेंट (संधी लेखाकार) अनुबंध हेतु	01	2000.00	र. 6000.00 वापसी योग्य
अ	निविदा जमा करने की तिथि व समय		29/09/2025,	14.30 बजे तक
ब	निविदा खोलने की तिथि व समय		29/09/2025,	15.00 बजे तक
	नियम व शर्तें			

- इच्छुक विक्रेता उपरोक्त निविदा का क्रय, कार्यालय अधीक्षण अभियंता (वृत्त) छ.रा.वि.वि.कं.मर्या. रायपुर से उपरोक्त तिथि तक प्राप्त कर सकते हैं। महाप्रबंधक (मा.सं.) छ.ग.स्टे.पॉ.डिस्ट्री.कं.लिमि. रायपुर के परिपत्र क्रमांक 02-11/निविदा/3985 रायपुर दिनांक 14.10.2022 के अनुसार निविदा मूल्य रू० 2000/- तथा डाक से मंगवाये जाने पर रू.100.00 अतिरिक्त राशि (वापसी योग्य नहीं) डी.डी. द्वारा प्राप्त कर सकते हैं, जो वरिष्ठ लेखाधिकारी-1, छत्तीसगढ़ स्टेट पॉवर डिस्ट्रीब्यूशन कंपनी लिमिटेड, रायपुर को आन लाईन देय हो तथा अमानत राशि का भुगतान भी आन लाईन किया जावे।
- नियत तिथि के पश्चात प्राप्त निविदा किसी भी परिस्थिति में मान्य नहीं होगी।
- निविदा एवं कार्य संबंधी जानकारी कार्यालयीन समय में निविदा प्रपत्र कय करने की अंतिम तिथि तक अधोहस्ताक्षरकर्ता के कार्यालय से प्राप्त की जा सकती है।
- डाक द्वारा किसी भी प्रकार की देरी के बावजूद कंपनी जिम्मेदार नहीं होगी।
- न्यूनतम वेतन अधिनियम 1948 के प्रावधानों के तहत निर्धारित न्यूनतम वेतन एवं अन्य आवश्यक Mandatory भुगतान जो कि EPF, ESI, Bonus, अवकाश वेतन इत्यादि करना अनिवार्य होगा। सभी कंप्यूटर टापरेटर्स के भुगतान बैंक के माध्यम से ही करना होगा।
- निविदा उपरोक्त नियत तिथि व समय में निविदाकार या उनके अधिकृत प्रतिनिधियों के समक्ष खोली जाएगी।
- प्रतिनिधियों को अपना अधिकृत प्रमाण पत्र निविदा खोलने के पूर्व जमा करना आवश्यक है, अन्यथा निविदा खोलते समय वे कक्ष में उपस्थित नहीं रह सकेंगे।
- कार्य एवं निविदाकारों की अर्हता हेतु विस्तृत शर्तें निविदा प्रपत्र में उल्लेखित हैं।

अधीक्षण अभियंता (वृत्त)
छ.रा.वि.वि.कं.मर्या रायपुर

बिजली की बचत ही बिजली का उत्पादन है

CHHATTISGARH STATE POWER DISTRIBUTION COMPANY LTD.

**Superintending Engineer
(Circle), CSPDCL, Raipur**

TENDER SPECIFICATION

(a) E-Tender No.: - Tender specification No. 10-20/Pur/Tender/ 3652.DT. 12.09.2025

(b) Description:- Tender for engagement of 01 No. Chartered Accountant for O/o
Sr.A.O.I & II, CSPDCL, Raipur


(c) Due date and time of
Purchase of tender document:- 29/09/2025 Upto 15:00 Hrs

(d) Due date and time for submission
of tender document:- 29/09/2025 Up to 15.00Hrs

(e) Date of Opening:- The tenders shall be opened at 15:30 hrs on dated
29/09/2025 in the presence of tenderers who desires to
be present at this time.

(f) Issued to:-

M/s -----


Superintending Engineer
(Circle) CSPDCL, Raipur

SCHEDULE-I

GENERAL TERMS AND CONDITIONS OF TENDER

One No. chartered accountant having experience of at least 03 year of post qualification working in a limited company or having done internal audit in any PSU. Finalization of accounts of a limited company. Bank reconciliation of large entity and proficiency in computer application (Preferable in ERP).

1. Terms & Conditions :-

The candidate shall provide the details- Name of candidates, their CVs and CA certificates at the beginning of the contract professional services. In case the contract for professional services is extended, the same candidates shall continue to work. The name of the candidates provided by the firm or the candidate himself shall be mentioned in the agreement executed under this tender. The candidate provided as above shall have to attend the office regularly from 10:00 AM to 5:30 PM at RAO-II and have to put up attendance sign in the separate attendance register. Putting sign in the attendance register shall only be for billing purpose and candidates shall not claim to be in the payroll of the company. The candidates shall be allowed leave on National holidays, Saturday, Sunday and those holidays which are allowed to CSPDCL's employees. In case of leave on working day, the bill amount shall be reduced in proportion of Man-days absent to the total days in the month. 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 officers of the Company to outside RAO's for visit to Head Office at designed intervals. The candidates shall be provided office space and furniture and fixtures however computers/laptop shall be provided by the firm/candidate. Candidates have to assist in the work on SAP ERP system and MS Office; as such computer proficiency is necessary. No extra payment for employee related benefits like EPF/GPF/NCP/Insurance/Medical facility and all other benefits which are required to be given by "employees benefit related Act" prevailing in State/India (whatsoever be the name) shall be made.

2. Deliverable :-

The firm providing the candidates/the candidates shall be responsible to execute all the work assigned to them. The accounts are maintained in SAP ERP. The scope of work is wide enough to cover all the work of maintaining and preparing account as per Companies Act 2013. However following are the example of works required to be carried out:-

- (A) The CA will be required to take up following activities and guide the staff of RAO to rectify the wrong entries observed as well proper accounting of entries.
- (i) Scrutinizes of day to day entries made in the SAP system and indicate correct entry and also formulate the correction entry including CRA verification.
- (ii) Accounting of statutory liabilities is of utmost importance. It is to be constantly scrutinized that correct statutory liabilities such as TDS, GST, TCS etc. are deducted from bills. It is also to be scrutinized that GST/service tax liabilities sales tax/vat tax/commercial tax collected from consumers/vendors are properly recognized and accounted for.

assistance to staff for Bank reconciliation work which includes up to date reconciliation from previous backlogs wherever exists.

Constant reconciliation of manual (internal) records with the same records maintained in SAP system.

- (v) Reconciliations of statutory liability accounts and indicate if statutory liabilities are paid before due dates, if there is delay in remittance of statutory liabilities, the corrective measures shall be indicated. Assistance in preparation of reply to tax authorities audit teams for taxation purpose with due consultation with Head Office.
- (vi) Reconciliation of accounts with outside records such as bank reconciliation, loan reconciliation etc.
- (vii) Scrutiny of intercompany transactions.
- (viii) Reconciliation of imprest, temporary advance and RTA issued to divisions.
- (ix) Reconciliation of staff loan advances.
- (x) Reconciliation of GPF deduction, remittances, receipt from GPF Trust and GPF loan part final and final payment to staff.
- (xi) Reconciliation of New Contributory Pension fund deduction and remittances.
- (xii) Scrutiny of trial balances of the business area.
- (xiii) All other works necessary for preparing true and fair account whether instructed to do or not.

(B) Reporting

The CA appointed will be required to report to the concerned RAO/daily basis and submit report for nightly report to Head Office regularly, Further the overall control will be of Head Office and he will be required to follow the instruction of officer in charge who would be Manager Accounts, O/o ED (F&A).

3. Amount of the Order :-

The lowest rate quoted per month by the firm / CA who fulfills the required qualification shall be selected and the order will be placed. Quoted price including all taxes and duties shall be paid to the CA except GST which shall be paid extra as per the terms of this order. If absent an amount per day/ per month shall be reduced in proportion of man days absent to the total days in that month.

4. Security Deposit :-

Security deposit @ 10% of bill value shall be deducted from the monthly bill and shall be refundable after the completion of tenure.

5. Period of Order :-

The period of this order shall be of 01 year which shall be started from the date of engagement of CA / execution of agreement under this order.

Completion of work :-

The work shall strictly be completed as per the terms/scope of this order. In case, the work assigned under this order is not performed or poorly performed, the work assigned under this contract, contract shall be terminated and SD shall be forfeited and action, deemed fit, shall be taken against the firm.

7. **Payment :-**

The payment will be made monthly on production of bills in quadruplicate along with the attendance sheet to Sr. A.O. - II /A.O. The bill shall be raised at the end of each month. The payment will normally be released within 45 days from the date of submission of bills, however no interest will be admissible in case of delay in payment due to procedural hurdles.

8. **Income Tax :-**

Income tax at source as per income tax Act 1961 will be deducted from the gross amount of each bill for which TDS Certificate may be issued once in a financial year on request as per rule.

9. **(A) GST :-**

You shall have to submit documentary evidence for Registration regarding GST with appropriate authority.

(B) Other Taxes/Duties:-

Any other taxes or duties imposed by the Central/State Govt. or local body from time to time during currency of the contract shall be borne by you.

10. **Penalty :-**

In case the work is not up to the satisfaction of this office, penalty i.e. security deposit shall be forfeited and the company may terminate the professional assignments without assigning reasons thereof.

11. **Extension Order :-**

CSPDCL shall reserve the rights to place an extension order on the same terms and conditions for a period of further one year on the basis of performance of initial period, which should be binding on the service provider.

12. **Miscellaneous :-**

Any Changes due to change in policy announced by the State/Central Govt. will be applicable and shall be binding on the Firm/Candidate for which no separate charges will be payable.

13. **In-charge of work :-**

Sr. A.O.-II shall be the officer in charge. All formalities & further correspondence pertaining to the contract shall be made with the Sr. A.O.-II.

14. **Jurisdiction :-**

Any dispute or difference, arising under out of or in connection with this order shall be subject to exclusive jurisdiction of competent court of Raipur (C.G.) only. To discuss any issue related to order the firm may contact with the concern RAO.

Submission of Tender :-

You are requested to submit your proposal Online up to 2:30 pm on addressed to "The Superintending Engineer (Circle) CSPDCL, Raipur" duly mentioning the Tender No. Date & due date. Inside this envelop three envelopes should be enclosed containing

- (i) First envelop super scribed as "EMD" should contain EMD in proper form. The Online payment amounting to Rs. 6000 /- only in favour of Sr. Account Officer-II, CSPDCL, Raipur drawn from the nationalized schedule Bank. Cheques will not be accepted.
- (ii) Second envelop super scribed as "Commercial Bid" should contain the CV's, Tender form (issued from this office) duly signed and sealed along with the CV's and copy of CA certificate, working experience certificate, GST, PAN card etc.
- (iii) The third envelop super scribed as "Price Bid" should contain the offer in prescribed price bid (enclosed with tender form) duly signed and sealed.

The rates quoted above are based on the prevailing minimum wages declared by the Labour Department, Govt. Of C.G., Raipur at the time of opening of Tender including all the Mandatory payments e.g. EPF, Insurance, Leave wages, Bonus, Retrenchment benefit, Administrative and supervision charges etc. However, the quoted rate shall be escalated at the time of revision of minimum wages declared by the District Collector, Raipur in following manner:-

$$\text{Escalated Price per month per Peon} = R + 1.1836 \times (L2 - L1)$$

(Applicable from the date of revision of minimum labour wages).


R = Monthly Base rate plus profit quoted by the Bidder for Computer Operator.

L1 = Monthly minimum labour wages for skilled workers declared by Collector, Raipur prevailing at the time of opening of tender.

L2 = Monthly minimum labour wages for skilled workers declared by Collector, Raipur.

In case, the lowest rate is quoted by more than one firm, then successful bidder among the lowest bidders shall be decided on the basis of lottery. Lottery will be drawn in presence of representatives of the firms. After drawal of lottery no any claim shall be entertained from any of the bidder. A form of undertaking annexed with the tender is to be signed by the tenderer necessarily in this respect.

16. **AGREEMENT:-** On award of contract, the contractor has to enter into an agreement with Company for a period of 12 months on a non judicial stamp paper worth ₹. 300.00 (Three Hundred Ruppes) only. The duty of the stamp paper is to be borne by the contractor. The period of contract may be increased or decreased for which there will no additional compensation payable to the contractor.


Superintending Engineer
(Circle) CSPDCL, Raipur

PRICE BID

TENDER SPECIFICATION NO. 16-01/Tender/CA/ 3652 dt. 12.09.2028.....
DATE OF OPENING - 29.09.2025..... at 15.00 Hrs.

Name of work -Engagement of Chartered Accountant (CA) for O/o Sr. Accounts Officer-II,
CSPDCL, Raipur

SN	Particulars	Qty. (nos.)	Rate per month	Total for 01 year
01	Service of Chartered Accountant (CA) on outsourcing basis	1 No.	Basic -	
			Gst@ -	
			Total -	

SIGNATURE.....

NAME OF FIRM/.....

CONTRACTOR.....

ADDRESS.....

M.No.....

UNDERTAKING

I/We Proprietor/Partner of (name of firm)
..... here undertake that in case lowest rate is quoted by
more than one firm then I/We shall have no objection in deciding successful bidder among the lowest
bidders 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 his tender.

Place :

Date :

Signature of tenderer

Name (in full)

Status in the firm

Seal of the firm

PART-I

CHHATTISGARH STATE POWER DISTRIBUTION COMPANY LTD.

(A Government of Chhattisgarh Undertaking) (Successor Company of CSEB)

O/o Superintending Engineer (Circle) C.S.P.D.C.L., RAIPUR

Ph.-0771-2574711 & Fax 0771-2574715

Website : www.cspdcl.co.in

Email ID : seonm.raipur@cspc.co.in

NIT No.10-20/ Pur/TR/ **3652**

Raipur Dt. **12.09.2025**

- EMD of Rs. (Rs. only) for
- Hiring of Chartered Accountant under O/o Sr. Account Officer – II, CSPDCL, Raipur is to deposited by contractor in the term of condition. Payment of Sr.A.O. II CSPDCL, Raipur.

Transection No. Dt. Amount

Contractor Signature & Seal

CHHATTISGARH STATE POWER DISTRIBUTION COMPANY LTD.

(A Government of Chhattisgarh Undertaking) (Successor Company of CSEB)

O/o Superintending Engineer (Circle) C.S.P.D.C.L., RAIPUR

Ph.-0771-2574711 & Fax 0771-2574715

Website : www.espdcl.co.in

Email ID : seonm.raipur@cspc.co.in

NIT No.10-20/ Pur/TR/3652

Raipur Dt. 12.09.2025

निविदा के लिए ठेकेदार से संबंधित आवश्यक विवरण

(प्रपत्र-अ)

01. नाम :-
02. पता :-
.....
03. श्रम विभाग का पंजीयन क्रमांक :-
04. जी.एस.टी. पंजीयन क्रमांक :-
05. आयकर पैन क्रमांक :-
06. ई.पी.एफ. पंजीयन क्रमांक :-
07. कर्मचारी बीमा पंजीयन क्रमांक :-
08. चार्टर्ड एकाउंटेंट :-
(संधी लेखाकार) अनुबंधित
करने का अनुभव

Contractor Signature & Seal

Chhattisgarh State Power Companies Ltd.

Tender Information

Tender : Tender for C.A., Sr.A.O.-I I
Tender Number : 8100046201
Tender Version : 1

Tender Rules

RFx currency: INR
Bidding procedure: **Open Tender**
Requested price information: **Normal price**
Time zone: **INDIA**
Submission period: 00:00:00- 29.09.2025 14:30:00
Opening date of technical bid: 29.09.2025 15:00:00
Tender fee:
Necessary: X
Tender fee: 2,000.00 INR
Submission deadline: 29.09.2025 14:30:00

Earnest money deposit:

Necessary: X
Amount: 6,000.00 INR

Additional requested information:

Have you attached scanned copy of service tax registration from competent authority of C.G.?
Have you attached scanned copy of valid E.P.F. registration documents?
Have you attached scanned copy of valid E.M.D. (Online Payment) in Favour of RAO-I I CSPDCL, Raipur?
Have you attached signed & scanned copy of tender documents Part-I/A, Part-I/B, Part-II/A and Part-II/B ?
Have you attached scanned copy of valid (Online Payment) Tender form cost in Favour of RAO-I I CSPDCL, Raipur ?
Have you attached C.A. certified copy of MAAT?
Have you attached related document of financial capability?
Have attached ESI registration document?
Attachments:
Collaboration RFx 8100046201
Digital Signature

RFx details

Item	Item category	Supplier product number	Delivery date/ Performance period
	Product no.	Description	Quantity
1	Service		
		Tender for C.A., Sr.A.O.-I I, Raipur	1 NO