Chhattisgarh State Renewable Energy Development Agency (CREDA)  
(Dept. of Energy, Govt. of Chhattisgarh)  

Near Energy Education Park, Village Fundhar  
VIP (Air Port Road) Raipur 492015 (C.G.)Ph.: 91-7717112459  
E-mail: contact.creda@gov.in, Website: www.creda.cgstate.gov.in
Expression of Interest

CREDA invites Expression of Interest (EoI) for Appointment of a Chartered Accountant Firm for providing trained personnel to assist in accounts, audit, taxation & other related works at various offices of CREDA.

Expression of Interest (EOI) are invited from the Chartered Accountants firms in prescribed Proforma appended below for appointment / empanelment of Audit Firms for Verification of accounts, audit, taxation & other related works at various offices of CREDA for the Financial Year 2018-19.

The prescribed form and detailed criteria, scope, terms and conditions and audit fees are available on CREDA website https://creda.cgstate.gov.in and can be downloaded from there.

The willing firms may send their Expression of Interest (EOI) / applications in the prescribed proforma in A-4 size papers with seal and signature of the firm. The Expression of Interest (EOI) should reach office of the Superintending Engineer (ADM), CREDA, Head Office, Near Energy Education Park, Vill- Fundhar, VIP Road, Raipur on 31-03-2018 upto 2.30 P.M. Expression of Interests (EOIs) will be opened at 3.00 P.M. on the same day.

Important Events and their schedule for this E.O.I. are as follows -

<table>
<thead>
<tr>
<th>S.No</th>
<th>Event</th>
<th>Information to the bidders</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Last date and time of submission</td>
<td><strong>31st March, 2018 up to 2.30 PM.</strong> The envelope containing the document completed in all respects duly sealed &amp; super scribed (EoI) for appointment of a Chartered Accountant Firm addressed to the Superintending Engineer (ADM), CREDA shall be dropped in the Tender Box kept in Head Office CREDA, Near Energy Education Park, Vill-Fundhar, VIP Road, Raipur. The (EoI) received after due date &amp; time shall not be entertained.</td>
</tr>
<tr>
<td>2</td>
<td>Date, time &amp; venue of Opening</td>
<td><strong>31st March, 2018 up to 3.00 PM.</strong> Head Office CREDA, Near Energy Education Park, Vill-Fundhar, VIP Road, Raipur</td>
</tr>
<tr>
<td>3</td>
<td>Expression of Interest (EoI) Document</td>
<td>The details can be downloaded from our website:- creda.cgstate.gov.in under the given link “Tender Notice.” A Non-refundable EoI document fee of Rs. 5000/-inclusive of Taxes shall be required to be furnished through Demand Draft in favour of the CREDA, Raipur, payable at Raipur, along with duly filled in/signed proposal and application.</td>
</tr>
</tbody>
</table>

The E.O.I in any other form or incomplete are liable to be summarily rejected. E.O.I. received after the due date & time will not be considered.

(Rajiv Khare)
Superintending Engineer(Admin.)
CHHATTISGARH STATE RENEWABLE ENERGY DEVELOPMENT AGENCY (CREDA)
Registered Society Under Energy Department, C.G. Government.
VIP Road, Near Energy Education Park, Village-Fundhar, Raipur.

EXPRESSION OF INTEREST

Expression of interest is hereby invited from interested Chartered Accountants firms for providing trained personnel to assist in accounts, audit, taxation & other related works at the places mentioned below:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Place Of Posting</th>
<th>No. Of Persons Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Head Office, Raipur</td>
<td>05</td>
</tr>
<tr>
<td>02</td>
<td>Regional Office, Raipur</td>
<td>01</td>
</tr>
<tr>
<td>03</td>
<td>Regional Office, Bilaspur</td>
<td>01</td>
</tr>
<tr>
<td>04</td>
<td>Regional Office, Jagdalpur</td>
<td>01</td>
</tr>
<tr>
<td>05</td>
<td>Regional Office, Surguja</td>
<td>01</td>
</tr>
<tr>
<td>06</td>
<td>Regional Office, Rajnandgaon</td>
<td>01</td>
</tr>
<tr>
<td>07</td>
<td>Regional Office, Raigarh</td>
<td>01</td>
</tr>
<tr>
<td>08</td>
<td>Regional Office, Dhamtari</td>
<td>01</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

1. CREDA-An Introduction.

Chhattisgarh state Renewable Energy Development agency (CREDA) has been constituted by the Government of Chhattisgarh as a nodal agency to harness and propagate the uses of renewable energy in the state of Chhattisgarh. CREDA was registered on 25.05.2001, under the Societies Registration Act,1973. The apex body of CREDA is the Governing Body formed by the state Government and it has been conferred with all executive powers. The Nodal Department of CREDA is energy Department of Chhattisgarh Government. CREDA has also been registered as an institution/Trust under section 12AA of The Income Tax Act.1961.
2. Assignment Objective:

In order to enhance the operational efficiency and assisting CREDA, the Society wishes to invite expression of interest from local Chartered Accountants Firms (CA Firms) for providing trained personnel to assist in accounts, audit, taxation & other related works. The selected Chartered Accountant Firm will be appointed initially for a period of 1(one) year and the agreement may be renewed for a further period based on performance and mutually agreed terms and conditions.


The persons placed should have fair knowledge of mercantile system of accounting, computer operation, Taxation etc. Their scope of work shall mainly include assisting the concerned Accounts-In-Charge. An Indicative list of services which would be expected to be offered by trained personal as follows.

(i) Checking bills for Payment.
(ii) Accounting All the Transactions and are recorded as per Indian accounting standards and are booked to proper accounting heads. Transactions are duly supported by supporting documents.
(iii) Preparing Bank Reconciliation Statement on Monthly Basis for each Bank.
(iv) Preparation of the Details, Verification of accuracy of TDS deduction and returns filed in prescribed forms with tax authorities, Return Filing of TDS/TCS.
(v) Verification of the cash book and Bank book on daily basis.
(vi) Reconcile statutory liabilities and timely prepare details of statutory liabilities/Compliance like TDS, EPF,TCS etc. and ensuring timely deposits of such liabilities and also assisting in preparing of concerned Returns.
(vii) Preparation of monthly Trial Balance and debit/credit advice, etc.
(viii) Maintaining accounts Of Staff advances, Imprest and temporary Advance for expenses.
(ix) To prepare quarterly budget.
(x) Preparation of Utilization Certificates, as and when required.
(xi) Preparation of head-wise. Source-wise funds received, utilised and balance statement on quarterly basis.
(xii) Any other work related to establishment.
4. **Minimum Eligibility Criteria.**

Chartered Accountants firm (CA Firms) fulfilling the following eligible criteria can apply.

1. The C.A. Firms should be in practice for a period of 05 Years or more and empanelled with C&AG of India for the Financial Year 2016-17.
2. The CA firm should be a Proprietorship/partnership Practicing firm of chartered accountants registered with ICAI.
3. Firm should not be current statutory/Internal auditors of the CREDA.
4. The firm must have experience of accounting/auditing/man power consultancy work in any other Government Institution/PSU/Government (Work Order & work Completion Certificate to be attached).
5. The trained personnel, posted should be stationed at required places as per above.
6. Have Average professional fees of Rs. 15 (Fifteen) Lakhs or above in the preceding 3 Financial Years 2014-15, 2015-16, 2016-17 (audited Financial Statement to be submitted).

5. **Terms and Conditions:**

1. Preference shall be given to the local firms.
2. The firms should indicate the rate per month (including All Taxes, excluding GST) for each person, the places where they propose to provide assistants and the percentage of service charges of the firm.
3. All Statutory liabilities of the person placed shall rest with the CA firm, including PF, Gratuity and other social security schemes.
4. CREDA reserves its right to either accept/reject any of the offer in part/full without assigning any reason.
5. The rates quoted for wages of the personnel must not be less than the rates fixed by the competent authority under the Minimum Wages Act. Minimum wage presently is Rs. 15638/- per month for the required trained personnel as per C.G.Govt( Contract rule under the Wages/Salary ) Circular. CREDA will pay Minimum of Rs. 2500/- per person per month as service/consultancy fees to C.A.
firm or service charges fixed on the basis of the rates offered in the financial bid.

6. The minimum qualification of the candidate should be graduate/CA Inter (Either Both or one group)/IPCC.

7. The selected firm will have to submit the resume of all the candidates proposed to be placed before hand for approval of CREDA.

8. CREDA has right to appoint more than one CA Firm and also has right to assign the work to the CA Firm, which have physical proximity with our different regional offices. Firms are allowed to apply for any one or more regional offices or head office.

9. Firm must have professional staff experienced in audit and article assistants with knowledge of book-Keeping and accountancy.

10. Selected firms shall have to enter into agreement with CREDA on a non-judicial stamp paper of Rs. 500/-. 

11. TDS shall be deducted as per Income Tax Act.

12. Copies of documents submitted with application should be duly attested by the bidder with his seal and signature with date.

13. Conditional Offer shall not be accepted.


The applicants fulfilling the above eligibility criteria shall provide satisfactory evidence to creda of their eligibility. Applications shall include the following information.

(A) Technical Proposal (Envelope-A)

1. Letter of Expression of Interest including details of the firm.
   a. Name of Firm.
   b. Year of establishment.
   c. Address and contact details.
   d. Address and contact details of Head Office & Branch Office, if any.
   e. Details of contact person.

2. Details of full time Partners of the Firm containing following information.
   a. Name of Partner.
   b. Address and contact details of each partner.
   c. Educational Qualification.

4. All documents should be signed & sealed.

   (B) Financial Proposal (Envelope-B)
   Financial proposal is to be submitted as per annexure format in a separate sealed envelope.

7. **Submission Of EOI-Packing, Sealing.**

   1. An applicant is required to submit only one EOI.
   2. The EOI must be inserted in 2 (Two) separate sealed envelopes, along with applicant's name and address in the left hand corner of the envelopes and super scribed therein in:
      A. "Expression of Interest for providing Trained Personal" -Technical Proposal.
      B. "Expression of Interest for providing Trained Personal" -Financial Proposal.
   3. Both of these sealed envelopes should be inserted in another envelop and sealed again along with applicant's name and address in the left hand corner of the envelop and super scribed therein:- "Expression of interest for providing trained Personal to assist in accounts"
   4. The EOI envelop shall be addressed to:

      Superintending Engineer (ADM)
      Chhattisgarh State Renewable Energy Development Agency,
      VIP Road Near Energy education Park,
      Village Fundhar, Raipur.

7. **Final decision Making authority:**

   The CREDA reserves the right to accept or reject any application, and/or to annul the process and reject all applications at any time without assigning any reason whatsoever and without thereby incurring any liabilities to the affected applicant and /or without informing the applicants of the grounds for the CREDA's action.
8. Award Of Work.

Procedure for the award of work shall be as follows:-

A. On the basis of application received from the C.A. Firms CREDA shall evaluate the applications and prepare a list of eligible Chartered Accountants firms, who shall be called for personal discussion.

B. The fees shall be fixed for this assignment on L-1 basis for different places of postings, i.e. eligible and selected Chartered Accountants firm, who have quoted the least monthly retainer ship fees in their Financial Proposal as per Annexure-4.

C. In the event of rates offered by two or more firms being lowest and equal, preference shall be given to the firm located nearest to the place of posting. The rates of remuneration to the assistants may be fixed equal to all locations or different to each location depending on the quantum of work involved. If no offers are received for particular location/locations, CREDA shall be free to allocate the work to any other qualifying firm on the rates fixed by CREDA.

D. CREDA will communicate through a written intimation to the selected firm along with detailed scope of services and period of engagement and on receipt of the written consent and signing the agreement by the said selected firm the appointment process shall come to an end. However, the empanelled firms shall continue to be empanelled for a period of Five Years so that their services can be availed by CREDA for any other work if it is needed in Future.
Covering letter

To,
Superintending Engineer (ADM)
Chhattisgarh State Renewable Energy Development Agency (CREDA)
VIP Road Near Energy education Park,
Village-Fundhar, Raipur.

Sub:- Submission of EOI for providing Trained personnel.

Sir,

Having examined the EOI document and application form including guideline for submission, scope of work etc, we hereby submit all the necessary information and relevant documents for our selection for providing trained personnel to assist in accounts, audit, taxation & other related work to CREDA.

We understand that CREDA reserves the right to reject any application without assigning any reason thereof.

Date: (Signature of Authorised Person)
Information Of Applicants.

1. Name Of The Firm (In Full) ..........................................................
2. Address. ..................................................................................
3. Telephone No(s). .....................................................................
4. E-mail Address. ......................................................................
5. Year of Establishment. ..............................................................
   (Enclose Copy of Certificate of Practice Issued By ICAI.)
6. Firm's Income Tax Pan No. ......................................................
7. Firm's GST No. ......................................................................
8. C & AG Empanelment Details: ..............................................
   (Enclose copy of C & AG Empanelment)
9. Place of practice. ....................................................................
10. Contact Person. .....................................................................
11. No. of Partners. ......................................................................
12. Details of Individual / Partners to be given.
   a. Name Of (First) Partner.....................................................
   b. Membership No..............................................................
   c. Date of Joining The Firm..................................................
   d. Qualification.....................................................................
   e. Experience.......................................................................  
   a. Name Of (Second) Partner...........................................
   b. Membership No..............................................................
   c. Date of Joining The Firm..................................................
   d. Qualification.....................................................................
   e. Experience.......................................................................  
   a. Name Of (Third) Partner..................................................
   b. Membership No..............................................................
   c. Date of Joining The Firm..................................................
   d. Qualification.....................................................................
   e. Experience....................................................................... 

(Signature of Authorised Person)
Date.
Turnover

Annual turnover for the last three financial years, 2014-15, 2015-16, 2016-17 along with audited balance sheet for last three years.

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>F.Year</th>
<th>Turnover In INR Lakhs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>2014-15</td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>2015-16</td>
<td></td>
</tr>
<tr>
<td>03</td>
<td>2016-17</td>
<td></td>
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<tr>
<td></td>
<td>Average Turnover</td>
<td>INR--------- Lakhs.</td>
</tr>
</tbody>
</table>

{(Signature of Authorised Person)
Experience of Accounting/Auditing/Man power Consultancy Work

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Particulars.</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Client name.</td>
</tr>
<tr>
<td>02</td>
<td>Location.</td>
</tr>
<tr>
<td>03</td>
<td>Start date.</td>
</tr>
<tr>
<td>04</td>
<td>End Date.</td>
</tr>
<tr>
<td>05</td>
<td>Description of actual services provided.</td>
</tr>
<tr>
<td>06</td>
<td>Present Status of the assignment.</td>
</tr>
</tbody>
</table>

Note.: Separate forms for each company/client may be used. Copies of assignment orders shall be attached along with the application.

(Signature of Authorised Person)

Date
Financial Proposal

To,
Superintending Engineer (ADM)
Chhattisgarh State Renewable Energy Development Agency (CREDA)
VIP Road Near Energy Education Park,
Village-Fundhar, Raipur.

Sir,

We, undersigned, offer to provide the services of personnel to CREDA, as per the scope of work, in accordance with your request for providing trained personal to assist in accounts, audit, taxation & other related works of CREDA as per EOI dated……………….

Our financial proposal is as under:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Place Of Posting.</th>
<th>No. Of Persons proposed to be provided.</th>
<th>Wages per person (In figures.)</th>
<th>Wages per person (In words.)</th>
<th>Service Charges Of The Firm.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Head Office, Raipur</td>
<td></td>
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<tr>
<td>02</td>
<td>Regional Office, Raipur.</td>
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<tr>
<td>03</td>
<td>Regional Office, Bilaspur.</td>
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<tr>
<td>04</td>
<td>Regional Office, Jagdalpur.</td>
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<tr>
<td>05</td>
<td>Regional Office, Surguja.</td>
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<tr>
<td>06</td>
<td>Regional Office, Rajnandgaon.</td>
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<tr>
<td>07</td>
<td>Regional Office, Raigarh.</td>
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<tr>
<td>08</td>
<td>Regional Office, Dhamtari.</td>
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</tbody>
</table>

The above rates of wages are Inclusive of all taxes, duties, levies, cess etc. employer's share of EPF/ESI etc. other than GST at applicable rate.

Our Financial Proposal is without any condition and shall be binding upon us to expiration of the validity period of the proposal. We understand you are not bound to accept any proposal you receive. We, further, acknowledge that the amount as quoted above in words shall be treated final in case of any discrepancy between the figure and words.

Thanking You.

Yours Faithfully,

(Signature of Authorised Person with Seal)