

CHHATTISGARH STATE POWER TRANSMISSION COMPANY LIMITED
(A Govt. of CG Undertaking) (A Successor Company of CSEB)
OFFICE OF THE EXECUTIVE DIRECTOR (FINANCE)
2nd Floor, S.L.D.C. Building, Danganiya, Raipur(CG)
PH: 0771-2574321, 2574362, 2574336, FAX: 0771-2574616

NO:06-01/ ED(Fin)/TR-21/ **1560**

Dt. **09/09/2020**

(To be signed & placed in Envelop -I)
TENDER SPECIFICATION No. 06-01/ ED(Fin)/TR-21
(Preparation of Ind AS Compliant Accounts)

- | | |
|-----------------------------------|--|
| (A). Tender No. | 06-01/ ED(Fin)/TR-21 |
| (B). Description | Providing professional services by CA firm for assistance in preparation of IND AS compliant Financial Statements for the year ended 31.03.2021 and associated works e.g. their Audits etc., as per the Scope of Work. |
| (C) Due Date & Time of Submission | Date 05.10.2020 Time up to 12:00 Hrs.
(as per schedule) |
| (D) Date of Opening | The tenders shall be opened at 15.00 hours on dated 05.10.2020 in presence of tenderers, who desire to be present. |
| (E) Earnest Money | Rs. 5000/- (Rs. Five Thousand only).
Demand Draft from any Scheduled commercial Bank in favor of RAO (HQ) ,
CSPCL , Raipur payable at par at Raipur. |
| (F) Cost of Tender form | Rs. 2360/- (Tender cost Rs. 2000/- and GST @ 18% Rs. 360/-).

The purchase can be made by Cash/ Demand Draft/ Banker cheque In favor of
" R.A.O. (HQ) , C.S.P.T.C.L. ,Raipur" payable at par at Raipur. |

The last date of sale of tender document is 03.10.2020

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INSTRUCTIONS TO TENDERERS (ENVELOP -I)

01. **SCOPE OF WORK** : As per Annexure-I.

02. **BASIC PRE QUALIFICATION REQUIREMENTS (PQR) FOR BIDDERS:**

The subject work is considered to be substantially customized being as to the present Accounting environment and requirements of the Company and as such the Firm, in order to qualify for bidding, must fulfill all of the following criteria:

1. Head Office in Chhattisgarh.
2. Head Office / Branch Office in Raipur.
3. Atleast one (1) empanelment by CAG for major Audits during last 5 years ie.FY 2015-16 to FY 2019-20.
4. Number of full time fellow partners associated with the firm for not less than three (3) years (as per certificate from ICAI as on 01.04.2020) - Minimum 3 FCA
5. Average annual turnover of the firm during last three (3) years should be more than Rs. 1 Cr.
6. Experience of conducting atleast one (1) statutory audit of any of the Chhattisgarh State Power Companies (Successor Companies of C.S.E.B). Experience upto the submission of Statutory audit report in respect of the FY 2019-20 will be considered.
7. Experience of conducting statutory audit of any Company with turnover of more than Rs. 500 Crs , during last three (3) years ie. FY 2017-18 to 2019-20. Experience in respect of CS Power Companies as per Sl. No. 6 above for the relevant period, if any, shall also be counted here in fulfillment of this condition..

03. **DATE & TIME OF OPENING BIDS :**

Tenders (Part-I & II) shall be opened on the due date & time as notified, in the presence of the tenderers or their authorized representative, who may be present.

If due date of opening is declared as holiday by the Govt. or Local Administration, it will automatically get shifted to the next working day for which no prior intimation shall be given.

It may please be noted that the due date / time of opening can be altered, extended, if required by the Company without assigning any reason thereof, However, due intimation shall be given in such a case.

04. TENDERERS TO PLEASE NOTE THAT :

- (a) Tender is to be submitted strictly in accordance with the tender specifications and Terms & conditions laid down in tender documents.
- (b) Canvassing in any form is strictly prohibited and tenderer found to have resorted to canvassing shall be liable to have his tender rejected summarily.
- (c) If the tenderer deliberately gives wrong information in his tender with an intention to create circumstances for acceptance of his tender, the CSPTCL, reserves the right to reject such tender at any stage.
- (d) Tender documents are not transferable.
- (f) Not more than one tender for the work shall be submitted by one firm .
- (g) All documents of the tender submitted shall bear full dated signature with seal of the tenderer at the foot of every page on right hand corner.
- (h) Tender which is incomplete, obscure, offered only for a part of work schedule liable to be rejected.
- (i) Telegraph/Telex/Fax offers shall not be entertained.
- (j) The company shall not be liable for any expenses incurred for the preparation of tender, whether his tender is accepted or not.
- (k) Tender cost is not refundable.
- (l) The tender should be written legibly and free from error, over-writing, correction. Any corrections, where unavoidable shall be made by crossing out and rewriting with dated signature.
- (m) Conditional tenders are liable to be rejected.

05. Evaluation Criteria

Bid evaluation shall be done based on 'final score' obtained by the qualifying firm based on the (A) Technical criteria and (B) Financial Criteria, as detailed below:

A	Technical Criteria (weightage 30%)	Minimum Criteria	Maximum Marks	Criteria for assignment of marks
1	Number of full time fellow partners associated with the firm for not less than three (3) years (as per certificate from ICAI as on 01.04.2020)	3 FCA	20	3 partners 5 marks , 4 partners 10 marks , 5 partners 15 marks , more than 5 partners 20 marks
2	Average annual turnover of the firm during last three FY (3) years should be more than Rs. 1 Cr.	Rs. 1 Cr	20	Rs. 1 Cr to 1.25 Crs = 5 marks , More than Rs. 1.25 Crs to 1.5 Crs = 10 marks , More than Rs. 1.5 Crs to 2 Crs = 15 marks & More than Rs. 2 Crs = 20 marks
3	Experience of conducting atleast 1 statutory audit of CS Power Companies (Successor Companies of C.S.E.B)- Statutory audit done upto FY 2019-20	1 statutory Audit	40	1 statutory audit =10 marks , 2 statutory audits = 20 marks , 3 statutory audits = 30marks & more than 3 statutory audits = 40 marks
4	Experience of statutory audit of any Company with turnover of more than Rs. 500 Crs , during last three (3) years ie. FY 2017-1/8 to 2019-20 . Experience in respect of CS Power Companies as per Sl. No. 3 above shall also be considered here.	1 statutory Audit	20	1 statutory audit =10 marks , 2 statutory audits = 15 marks , 3 statutory audits = 20 marks
Total Marks			100	

The total marks of the firm will be multiplied by the weightage of 30% ,e.g. if a firm scores 80 marks then the total 'Technical Evaluation marks' will be considered as

$$(80 \times 30/100) = 24$$

Technical evaluation marks (A) obtained in total

B.	Financial Criteria (weightage 70%)	calculation	Financial Score (B)	
	Financial score will be given by assigning 100 marks to the lowest bidder (L-1) as base. Thereafter, other bidders in sequence of their ascending prices quoted, will be given proportionate marks as shown below:			
	Suppose, if L-1 bidder quoted Rs. 1000 then he will be awarded 100 marks	$(100 \times 70/100)$	70	Marks obtained in total
	Then if, L-2 bidder quotes Rs. 1100s then he will be awarded $1000/1100 \times 100 = 90.90$ marks	$(90.90 \times 70/100)$	63.63	Marks obtained in total
	Then, if L-3 bidder quotes Rs. 1600 then he will be awarded $1000/1600 \times 100 = 62.50$ marks	$(62.50 \times 70/100)$	43.75	Marks obtained in total
C.	THE TOTAL MARKS OF A + B WILL BE THE 'FINAL SCORE' OF ANY FIRM, AND A FIRM WITH THE HIGHEST FINAL SCORE MARKS WILL BE CONSIDERED FOR DECIDING THE BEST BID			

06. AUTHORISED SIGNATORY FOR THE TENDER :

The tender is submitted by a firm, it shall be signed by any of the partners unless otherwise authorized by the deed partnership. In which case necessary Power of Attorney authorizing a person to sign the tender should be furnished. True copy of the partnership deed shall also be furnished under Part-I / Techno-commercial Bid) alongwith Power of Attorney.

07. AMENDMENT IN SPECIFICATION / SCHEDULES :

The CSPTCL may revise or amend specification / schedules of work prior to the date notified for opening of the tender, such revision / amendment, if any, will be communicated to all tenderers as amendment / addendum to the invitation of the tenders.

08. BIDS RECEIVED THROUGH MESSENGER :

When tender is delivered by a special messenger, it should be deposited in the tender box kept in the office of O/o The Executive Director (Fin.) CSPTCL, Daganiya, Raipur (C.G.) during all working days between 10.30 Hrs. to 17.30 Hrs. only.

09. MISTAKES IN BIDS :

After opening of the tender, any variation in rates on any grounds what so ever, such as mistakes, overwriting, mis-understanding etc. will not be allowed.

10. BASIS FOR RATES :

Rates are to be quoted on the basis as desired in the tender documents.
Rates quoted should be firm for the total period of contract.

11. AMBIGUITIES IN CONDITIONS OF BIDS :

In case of ambiguous or self contradictory terms / conditions in the bid, interpretation as may be advantageous to the CSPTCL may be taken without reference to the tenderer.

12. DISQUALIFICATION OF BID :

A bid which gets opened before the due date, as a result of improper or no indication / superscription on the main cover of the tender, to indicate that, it is a tender, will be dis-qualified. Tenderer will not be permitted to change the substance of his tender, on grounds of post tender interpretation / improper understanding etc. This includes post tender changes in prices / rates and modification etc.; after opening of price bids. In such event, tender will be liable for rejection.

13. LANGUAGE OF BIDS :

All entries in the tender should be made in English or Hindi only.

GENERAL CONDITIONS OF CONTRACT

1.0 DEFINITION OF TERMS :

The CSPTCL shall mean Chhattisgarh State Power Transmission Company Ltd (a Successor Company of C.S.E.B.).

OFFICER IN CHARGE : It shall mean the Officer of the CSPTCL who is appointed by concern authority of the CSPTCL as Officer-in-charge for the purpose of this contract.

CONTRACTOR : Contractor shall mean person, firm or company, whose tender has been accepted by the CSPTCL and shall include his heirs, executors, administrators & assigns.

CONTRACT : Contract shall mean and include the tender notice, instructions to the tenderers, general & special conditions of contract, work schedules, under-taking by the tenderer, questionnaire, experience details furnished, all documents and letter submitted by the tenderer, letters issued by the CSPTCL, letter of intent issued by the CSPTCL, detailed work order and subsequent amendments to it and the agreement to be entered into as per conditions of the contract.

2.0 CONTRACTOR TO INFORM HIMSELF :

The contractor shall be deemed to have carefully examined the instructions to the tenderers, these general conditions of contract, special conditions of the contract, work schedules of this tender documents and also have to satisfied himself as to the nature and character of the work to be executed, site conditions and other relevant matter and details. Any information thus had or other-wise obtained from the undersigned shall not in any way relieve the contractor from his responsibility for executing the work items / jobs in terms of the specification including all details and incidental work, in case of any doubt as to the meaning of any portion of the tender documents, he shall put forth the particulars thereof and submit them to the office of the Executive Director (Fin.) CSPTCL, Raipur in writing to clarifications before the due date of submission of tenders.

3.0 EXECUTION OF AGREEMENT : The tenderer, whose tender is accepted shall be required to present himself or his duly authorized representative in person within 15 days from receipt of order to execute an agreement in the proper form on non judicial stamp paper for the due and faithful fulfillment of the contract. The cost of stamps shall be borne by the contractor.

4.0 MOBILISATION PERIOD : The specified works shall be required to be commence immediately after complying contractual formalities regarding "AGREEMENT" and 'SECURITY DEPOSIT' which are to be complied within 15 days of receipt of order awarding the work by the contractor.

5.0 TERMINATION OF CONTRACT : CSPTCL reserves the right to terminate the contract at any time during contract period by giving 15 days notice, without accepting any liability of payment of any compensation to the contractor, whatsoever it may be without assigning any reason.

6.0 PENALTY FOR BREACH OF CONTRACT :

- i) The contractor shall abide by the terms & conditions of the contract and work as per the instructions of the Officer-in-charge. In case the contractor fails to carry out the works directed or is not able to cope up with the work satisfactorily and it is found that the smooth working of the Accounts is affected due to his unsatisfactory working and he shall have to improve his working, the CSPTCL reserves the right to terminate the contract any time during the tenure of the contract by serving him 7 (seven) days notice. Security Deposit in such case shall be forfeited.
- ii) The CSPTCL shall be entitled to forfeit Security Deposit or the balance thereof that may at the time be recoverable and to realize any further sums as damages from any sums due to the firm by the CSPTCL for any breach of the terms & conditions of the contract.
- iii) On termination of the contract, the additional expenses which the CSPTCL will have to bear for getting the work executed by employing other firm or getting the work executed through alternative agencies for the balance period of the tender for which the contract would have been operative, will be recoverable from the firm.

7.0 CONTRACTOR'S LIABILITY FOR LOSS, DAMAGE ACCIDENT ETC. :

For any kind of loss, damage & accident for any mishaps, the firm shall only be responsible & no compensation shall be payable by CSPTCL and litigation if any, CSPTCL shall not be responsible.

The firm shall indemnify and save the CSPTCL against all actions, suits, claims, demands, cost of expenses arising in connection with injury suffered prior or after the date, when work have been taken over by person employed by the firm on the work.

8.0 DEATH, BANKRUPTCY, BREACH OF CONTRACT :

If the contractor dies or become insolvent or is bankrupt after receiving order made against him or compound with or made any proposal for carrying on his business under inspection of or for the benefit of his creditors or commit an act insolvency or bankruptcy or being a corporation pass a resolution or be ordered to wound up or have a receiver of its business appointed, or commit any breach of contract, CSPTCL shall be entitled forthwith by writing to the contractor or his assigns or legal representatives to determine the contract and the CSPTCL may in the event complete the contract in such time and manner and by such persons as the CSPTCL shall think fit at the risk, cost and liability of the contractor.

9.0 SUBLETTING OF CONTRACT :

The contract as a whole or any part thereof shall not be assigned or sublet without written permission of the CSPTCL or its authorized nominee. In case, such a permission is granted, it shall under no circumstance recognize the sub contractors and responsibility of executing the work according to the specifications shall entirely rest with the principal contractor.

10.0 WORKS TO BE OPEN TO INSPECTION :

All works under or in course of execution or executed in pursuance of the contract, shall be at all time be open for inspection and supervision of the Officer-in-charge and his sub-ordinates and the contractor shall at all times during the usual working hours and all other times at which notice of the Officer -in-charge or his sub-ordinate to visit the works shall have been given to the contractor, either himself for the purpose. Order given to the contractor's agent shall be considered to have the same force as if given to the contractor himself.

11.0 PAYMENT :

Payment will be made milestone based as follow :-

S.No.	On Completion of Below :-	Due date of completion	Percentage of Payment (Incl. GST)
01.	Final draft Half Yearly Accounts for period ending 30 th Sept 2020	Within 30 days from the date of order	15% of Total fees
02	Final draft Annual Accounts for the year ending 31 st Mar 2021.	Within 30 days of year end ie. upto 30.04.2021	20% of Total fees
03	Approval of financial statements in Board and receipt of Statutory Auditor's report thereon.		40% of Total fees
04	Completion of CAG Audit and receipt of CAG comments		25 % of Total fees

Note: The satisfactory completion of above stages shall be subject to scope of work and approval from office incharge(OIC).

Payment are generally done in 30 days from the date of receipt of bills, and after satisfactory completion of work as per milestone indicated above and in accordance with the scope of work.

No interest on over due payment shall be made under, any circumstances.

12.0 RECOVERIES FOR LIABILITIES AGAINST OTHER CONTRACTS :

Any amount recoverable from the successful tenderer against earlier contracts with the company will be adjusted from payment due against the contract that may be awarded under this specifications.

13.0 OTHER TAXES / DUTIES :

Any other taxes or duties imposed by the Government during the currency of the contract shall be borne by the contractor/ firm.


14.0 ARBITRATION :

If at any time, question, dispute or different, whatsoever arises between the company and the contractor firm upon or in connection with or in relation to the contract, either party may forthwith give to the other notice. In writing of the existence of such question, dispute or different and the same shall be referred to the adjudication of two arbitrators, one to be nominated by the company and the other to be nominated by the contractor or in case of the said arbitrators not agreeing, then the adjudication of the Umpire to be appointed by the arbitrators, whose decision shall be final and binding on the parties and provisions of the Indian Arbitrator Act-1940, and of the rules there under and any statutory modifications thereof shall be deemed to apply. The arbitrators or the umpire, as the case may be are bound to give a detailed speaking award assigning for the findings.

Works under the contract shall be continued by the contractor during the arbitration proceedings, unless otherwise directed in writing by the company or unless matter is such that the work can not possibility be continued until the decision of the arbitrators or the umpire, as the case may be is issued.

15.0 JURISDICTION :

Any dispute or different, arising under, out of or, in connection with the contract shall be subject to the exclusive jurisdiction of competent court at Raipur / Bilaspur only.


Dy. G.M. (F&A)
O/o E.D. (Fin), CSPTCL, Raipur

(ENVELOP -I)

SCHEDULE-I

UNDERTAKING BY THE TENDERER

I / We hereby tender and other, subject to CSPTCL's terms and conditions of tendering to CSPTCL to execute works as described or referred to in the tender documents and its enclosure under the TENDER SPECIFICATION No. and which under the terms thereof are to be executed and done by contractor and to perform and observe the provisions an agreements or the part of the contract contained in or reasonable to be referred from the said tender documents by the sums and the rates indicated in the Price Bid of the tender submitted herewith.

Should this tender be accepted, I / We hereby agree to abide by and fulfill all the terms & provisions of the said conditions of the contract and if default thereof, authorize the CSPTCL to forfeit full value of earnest money deposit, should I / We fail to commence the work specified and awarded or should I / We do not deposit the full amount of security deposit to be submitted under the conditions.

Dated : the / day of2020

NAME & ADDRESS OF TENDERER :

SIGNATURE

Name of the authorized person signing

(ENVELOP -I)

SCHEDULE- II

GENERAL TERMS AND CONDITIONS OF TENDER

TENDER SPECIFICATION NO.....dtd.

1. Offer must be submitted in one big sealed envelope which shall contain two sealed envelopes as under

- (i) The **First sealed Envelope** should contain

the Cost of tender form Rs. 2360/- and Earnest Money Deposit of Rs. 5000/- in the form of DD in favor of R.A.O.(HQ) , C.S.P.T.C.L. , Raipur.

Schedule I to III

Signed copy of tender document & Annexures /Schedules.

- (ii) The **Second sealed Envelope** should contain price bid only, in the proforma issued from this office attached with the tender documents in original and in envelop should be superscribed as "Price Bid, Tender name and No."

One big sealed envelope containing above two envelopes should superscribed "**the name of work, Tender No. , due date of opening and the name of the Tenderer**" and shall be dropped in the Tender Box at the office of ED (Fin.), CSPTCL, 2nd floor, SLDC Building, Danganiya, Raipur **on or before _____ upto _____Hrs only.**

- (iii). A pre-bid conference may be held if required, at office of **ED (Fin.), CSPTCL, SLDC Building, Danganiya, Raipur** to discuss the issues related to the tender. The timing / date shall be intimated to concerning bidders.

- (iv). The tender document can also be downloaded from official web site of CSPTCL (www.cspc.co.in/csptcl) and required tender fee in form of DD in favor of R.A.O.(HQ) , C.S.P.T.C.L ., Raipur in envelop 1 containing EMD should also be submitted .

2. Only one offer from one bidder shall be accepted. If more than one offer is found, CSPTCL will have right to reject any or all offer (s) without assigning any reason and EMD shall be forfeited.
3. Tenderers are required to furnish an Earnest Money of Rs. **Rs. 5,000/-** in the form of Demand Draft Payable at Raipur in favour of RAO (HQ) , CSPTCL, Raipur drawn on

any Nationalized/Scheduled Bank (cheques will not be accepted). No interest shall be paid on the Earnest Money. In case of non-submission of EMD the offer of concerned bidders shall be solely rejected and their price bid shall not be opened.

4. Price shall be quoted on per month basis including all expenses and duties except G.S.T. which shall be paid extra at actuals as per prevailing rates as per rule/ Act.
5. Tenderers must fill up complete tender form and should submit in original duly signed all pages by the competent person of the firm for acceptance of all terms and conditions of the tender. The document should be free from over writing. Any tender not bearing the signature in all the documents accompanying the tender shall be liable for rejection.
6. Tenders which do not fulfill all or any of the above conditions or incomplete in any respect are liable to be rejected.
7. The submission of a tender by the tenderers implies that he has read and accepted the instructions, the conditions of the contract etc. and has made himself aware of the scope of the work to be done and local conditions and other factors bearing on the execution of the work.
8. Rates shall be quoted both in words & figures in the price schedule enclosed. In case of deviation of rates in figures and words, rates quoted in words shall prevail.
9. The tender offer shall be valid for a period of six months from the date of its opening; otherwise liable for rejection. In case of expiry of the offer, the company may request for extension as per condition prevails.
10. Further any clarification required (if any) can be obtained from the O/o ED (Fin) , CSPTCL, CSPTCL, Raipur.
11. The tender received after the due date and time shall not be accepted/ opened. Company will not be responsible for postal or courier service delay.
12. The Company reserves the right to accept/reject any tender without assigning any reason thereof.
13. These conditions of tender shall form part of the contract and any breach of the terms of this notice shall be deemed to be a breach of the contract.
14. Tender opening process: - First of all, envelope I will be opened (which contains every document except price bid) and verified. If it is found in order, then only Envelop II price bid of the tender will be opened. Finally who has successfully crossed two stages of opening, will be considered. If found necessary the price bid may be opened later on for which new date/time will be intimated separately. The contractor or his only one authorized representative having **power of attorney** letter will be allowed to be present during opening of tender.
15. The Earnest Money will be refunded to un-successful tenderers within the reasonable time. The Earnest Money deposited by the successful tenderer may be adjusted in the Security Deposit for the due fulfillment of the contract, but shall be forfeited, if the contractor fails to execute the contract after intimation of the acceptance of his tender.
16. This forfeiture shall be without prejudice to the right of the Company to recover further damages, if any, from the tender.

17. Upon acceptance of the offer, the successful professional firm will have to deposit a **Security amount of 10% of total order value** for due and faithful fulfillment of the contract. The security deposit will have to be deposited within 15 days of receipt of the order awarding the contract in the form of D.D. on nationalized bank payable at Asst. Manager (CAU), CSPTCL, Raipur or in the form of BG. On request of the professional firm EMD may be adjusted against SD and due balance amount of SD may be paid through D.D. Security Deposit shall be retained till faithful performance of terms and conditions of the order and 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 and conditions of the order.
18. DGM (F&A) O/o ED (Fin) CSPTCL, Raipur will be **officer-in-charge** for the said work.
19. All matters arising out of or any way connected with this contract shall be deemed to have arisen in Raipur and only the Courts in Raipur shall have the jurisdiction to determine the same.



DGM (F&A)
O/o Executive Director (Fin.)
CSPTCL, RAIPUR

(ENVELOP -I)

SCHEDULE-III

Technical & Commercial Terms & Conditions

Special terms & conditions:-

1. **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 from accounts department on request as per rule.
2. **GST:** Tenderer shall submit documentary evidence for Registration regarding GST with appropriated authority.
3. **OTHER TAXES / DUTIES:** Any other taxes or duties imposed by the Central/State Govt. or local body, if any, from time to time during currency of the contract shall be borne by the contractor.
4. **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 (CG) only.
5. **EXTENSION OF ORDER:** Extension order may be placed after due approval, on the same terms and conditions. The contract may be extended for another one year subject to satisfactory performance.
6. **MISCELLANEOUS:** Any changes due to change in policy announced by the State/Central Govt. as applicable shall be binding on the contractor for which no separate charges will be payable.
7. **AGREEMENT:** The firm will be required to sign Contract with the CSPTCL on non judicial stamp paper of Rs 250/- Cost of stamp paper and revenue stamp to be affixed on agreement shall be borne by the contractor. The CSPTCL shall not reimburse these costs. Failure of the successful Applicant to sign the contract within seven days of intimation shall constitute sufficient grounds for the annulment of the award, in which event the CSPTCL may blacklist the bidder and make the award to another Bidder or call for fresh bids
8. In case of any information given by the agency engaged on contract is found false or incorrect, the contract will be deemed void ab initio and liable for termination without any notice or payment in lieu of notice.


DGM (F&A)
O/o Executive Director (Fin.)
CSPTCL, RAIPUR

(ENVELOP-II)

PRICE BID

TENDER SPECIFICATION NO. _____

Brief Description of work	Price quoted (INR)
Providing professional services by CA firm for preparation of IND As Compliant half yearly financial statements as of 30.09.2020, and Annual Financial Statement for the year ended 31.03.2021 and preparation of details for and annexure of tax audit reports; and getting these audited by Statutory Auditor, Tax Auditor and the supplementary Audit by CAG under provisions of Companies Act, 2013, and other associated works as per scope of work.	
GST (@ 18%)	
Total value including GST.	
In words :- (Rs,	

Signature

Seal of the firm

ANNEXURE-I

Scope of the Work:-

The Firm is required to prepare Ind AS compliant draft half yearly Accounts as on 30.09.2020 and then Annual accounts as on 31.03.2021 depicting a true and fair picture of affairs of the Company ready for Statutory Auditor's Report fore-clearing any possible audit points/observations of statutory auditor. The draft accounts so prepared should be prepared with such correctness that process of statutory audit can be performed concurrently and Auditor's report may be finalized immediately after the completion of such draft accounts. The transactions/accounts of the Company are maintained in SAP/ERP system as implemented in the Company, and Accounting unit(Business Area)wise Trial balances are prepared in SAP. The preparation of Half yearly/ Annual Accounts, its audit etc. is to be accomplished by the firm as per IND AS and applicable accounting and auditing standards with the accounts/details available in the Company on 'as-is-where-is' basis.

The main deliverables of the work consist of preparation of IND AS Compliant-

- (i) Draft half yearly accounts ending 30.09.2020, depicting true and fair position and
- (ii) Draft Annual Financial Statements ending 31.03.2021, depicting true and fair position.
- (iii) Assisting the Accounts team/ management in getting their audit done by Statutory Auditor, Tax Audit and supplementary Audit by C&AG.

For further clarity, an indicative (but not exhaustive) list of activities to be performed in course of preparation of accounts/their audit as mentioned below :-

1. Providing RAO wise provisional opening balances as on 1st April 2020 to EITC for incorporation the same in SAP. Assistance in explaining the nature and treatment of Opening balance under various accounts codes for their proper insertion/infusion in SAP. The consultant will also manage necessary RAO wise adjustment entries, if any, during statutory audit of CSPTCL for FY 2020-21.
2. Sample vouching of monthly revenue and expenditure of RAO's to facilitate creation of outstanding liabilities as on 31st March 2021, recognition of accrued revenue for unbilled services and other related matters so that the accounts of RAO provides a fair view.

3. Verification and certification of Bank Reconciliation Statements of RAO's & H.O.
This includes coordination with Banks and obtaining of necessary information's and resolution of any old pending entries.
4. Verification of B&CM cash book for correctness and pointing out any rectification needed or resultant entry.
5. Verification and reconciliation of various inter unit and intercompany transactions.
6. Preparation and reconciliation of various deductions from the salary of employees viz GPF , GSLIS, NCP EPF etc. and other relevant schedule that are required to be annexed with Tax Audit Report.
7. Verification of TDS deduction on payments as stipulated under the Income Tax Act and identification of cases of delay in remittance of TDS to the Central Government.
8. Reconciliation of 26AS with accounts.
9. Preparation of schedules of transmission charges and SOC/MOC in accordance with the tariff prescribed by CSERC.
10. Preparation of schedule of investment in MF/ FD including interest income and accrued income and its reconciliation with accounts.
11. Preparation of schedule of scrap sale including GST on such sales, TCS and commission to MSTC and its reconciliation with accounts.
12. Preparation of project wise schedule of loan from PFC, REC and NABARD including interest expenses for the year and provision of interest.
13. Detailed Verification of all vouchers relating to work completion of Fixed Assets of CSPTCL.
14. Preparation of Fixed Assets Register of CSPTCL as per the requirement of Chhattisgarh State Tariff Regulation & Companies Act 2013.
15. Preparation of Capital Work in Progress Register of CSPTCL as per the requirement of Chhattisgarh State Tariff Regulation & Companies Act 2013.
16. Preparation of Depreciation Register of CSPTCL.
17. Interest Capitalisation calculation.
18. Overhead absorption rate calculation.
19. Coordination with C&RA , P&P deptt. and other related works.
20. Preparation of party wise list of debtors, creditors, security deposits, retention money, held up, royalty, stale cheques along with its ageing.
21. Scrutiny of ledger accounts, comparative analysis of expenses heads and proposing necessary rectification entries.

22. Identification of balances outstanding in deposit works and preparing party wise list of outstanding balances.
23. Preparation of annexures / formats / schedules as required for Tax Audit by visiting respective RAO's (2 RAO's at Raipur and 1 RAO at Bilaspur) and getting it audited by Tax Auditor.
24. Reconciliation of various advances including employee loan /advances, supplier advances, Imprest, Rotating temporary Advances.
25. Verification and proper accounting of various revenues and charges collected by SLDC, CSPTCL.
26. Checking/advising of adjustment and closing entries and making of current year provision.
27. Verification of Loan, Grant and Subsidies received from State Govt. & other financial institution under various scheme and its accounting in books of accounts.
28. Vouching and verification and preparation of accounting statements of SLDC.
29. Verification and reconciliation of Inter-company transaction.
30. Final trial balance (quarterly) is required to be prepared from SAP system after incorporation of all the vouchers /journal entries in SAP system.
31. Preparation of adjustment / year –end entries as required for incorporating in SAP.
32. To provide necessary support and assistance in mapping balance sheet in SAP system.
33. Co-ordination with Company's in house EITC and SAP team for preparation and finalization of accounts for FY 2020-21 for issues which may arise while carrying out above work.
34. Any other incidental issues.

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