


CHHATTISGARH STATE POWER GENERATION CO.LTD.
(A Govt. of Chhattisgarh Undertaking)
(A Successor Co. of CSEB)
Office of the Executive Director(Finance)
GROUND FLOOR, VIDYUT SEWA BHAWAN, DANGANIA, RAIPUR (C.G.)

Phone :- 0771-2574360
:- 0771-2574338

TENDER SPECIFICATION

- (A) Tender No. :- E.D.(Fin.) CSPGCL,/2021/08
- (B) Description :- Work contract for outsourcing of 3 No CA Professionals for Finance Department at different power stations of CSPGCL (HTPS& 1x500/DSPM/ABVTPS.
- (C) Due date and time for Online submission of Tender :- 27-Nov.-2021 up to 11:30 Hrs.
- (D) Date & Time of Online Opening (EMD & Tender Doc) :- 27 Nov.-2021 at 11:50 Hrs.
- (E) Tender Fees :- Rs. 750+ 135/- (GST @ 18%)
- (F) EMD :- Rs. 21,000/-


Executive Director(Finance)
CSPGCL, Raipur
15/11/21

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- NOTE:**
- The tenderer should read this document carefully. It is presumed that the tenderer is fully aware of all the terms and condition and specifications of the tender and submitting bid without any prejudice.
 - Please note that this tender is exclusively and entirely processed **online** hence the bidder should get registered with CHHATTISGARH STATE POWER GENERATION COMPANY LIMITED before filing and should keep proper record at his end. The bidder should produce the document in original hard copy within allowed time, if required by CSPGCL, failing which CSPGCL may reject bid/ may cancel order /initiate legal process within the provision of tender/order clause as deemed necessary by CSPGCL.
 - Please note that this document is provided to bring out CSPGCL's standard terms and conditions to the knowledge of the bidder and since the bidder is digitally filing the tender it is presumed that all the terms and conditions mentioned here excluding deviations mentioned in deviation column and not limited to these but will include all the conditions mutually agreed during subsequent correspondence which shall form part of the tender.

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INSTRUCTION TO THE TENDERERS **TENDERING CONDITIONS**

1. **THE EXECUTIVE DIRECTOR (FIN), CSPGCL RAIPUR (C.G.)** - on behalf of the "Chhattisgarh State Generation Company Limited" here in after referred to as "Company" invites tenders / bids for works, in accordance with the work schedules.

2. **BASIC QUALIFICATION FOR PARTICIPATING FIRMS:**
 - (i) CA/CMA firm must be in operation for at least ten years duly registered with ICAI/ICMAI (firm registration certificate required). CA/CMA firm should have registered office in Chhattisgarh State.
 - (ii) The firm should have at least 2 No Fellow of Chartered Accountant (FCA)/ Fellow of Cost and Management Accountant (FCMA) associated with them as partner and also 2 No Associates of Chartered Accountant (ACA)/ Associates of Cost & Management Accountant (ACMA) associated with them as partner.
 - (iii) The professional firm should be reputed and should have experience of having successfully executed similar outsourcing of financial consultant/ Professionals during previous 03 year in any state power company / NTPC/ Other Govt. Organization/Pvt Power Station Organization, with having single work order value of minimum Rs 19.71 lac or Two work order value of minimum Rs. 14.78 lac each or Three work order value of minimum Rs 9.86 lac. (Order copy must be provided)
 - (iv) The professional should submit necessary documents evidence of having an average turnover of Rs. 25 Lakhs or more during previous 3 year i.e. 2017-18, 2018-19 & 2019-20 for this, self-attested copy of balance sheet duly certified by Chartered Accountant must be enclosed with the Part-I (First Sealed Envelope)

3. **SUBMISSION OF BIDS:**

The tender shall be submitted in following stages:-

 - (a) The "Tender Fee shall be deposited online link.
 - (b) The "EMD" shall be deposited through online link.
 - (c) No exemption is granted for submission of Tender Fee. This is mandatory for all bidders. The tender fee is non-refundable.
 - (d) This is an E-tender case and bidders shall submit bid (Techno-commercial Bid & Price Bid) in ONLINE ONLY. Bids sent in physical form through any other means / media is not at all acceptable & it may be liable to be rejected.
 - (e) Confirmation of Acceptance of scope of work, Complete tender document i.e. General terms & Condition, Performance Certificate, Past Experience, Undertaking, Annexure to be attached in Rfx information Tab (notes and attachment –attachment for technical bid).
 - (f) Price justification document towards the quoted price (in form of copy of P.O. placed by any govt. agency, PSU etc may be uploaded / attached in Rfx information Tab(notes and attachment –attachment for technical bid).
 - (g) All the bid related documents are to be uploaded with bidders' digital signatures in the tender document folder under created bid option.
 - (h) All attachment in Rfx information Tab (notes and attachment –attachment for technical bid) should be either on the Letter Pad of Company OR Company name should be mentioned on Header or Footer level.
 - (i) Any other document, bidder wish to attach, should attach in soft in "C- Folder" only.
 - (j) For online submission of bid, the bidder may take help of online help from "Guidelines for bidders" available on portal <http://ebidding.cspcl.co.in:50700/irj/portal>. Help desk facility

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will also be available on 0771-2576672 between 11.00 AM to 05.30 PM on all working days.

4. TENDER FEES :

The tender fee for this tender is **Rs 750 +135/- (GST @18%) Submitted through online link**

5. EARNEST MONEY DEPOSIT:

- I. The Earnest money deposit against this tender is **Rs. 21,000/- (Rs. Twenty One Thousand only)** only which shall be deposited online. Tenders without Earnest money shall be summarily rejected.
- II. **Refund of Earnest Money, to unsuccessful Bidders** - EMD shall be returned to the unsuccessful tenderers, as soon as possible, after the tender has been decided. **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 deposited EMD amount may be adjusted in Security Deposit amount.
Earnest Money Deposit (EMD) shall not be refunded to that 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.

- 6. DATE AND TIME OF OPENING OF BIDS:** Tender shall be opened on the due date and time as notified. If the due date of opening/submission of tender documents is declared a holiday by the Government or Local Administration, it will automatically get shifted to the next working day, for which no prior intimation shall be given. The tender opening shall be continued on subsequent days in case the Opening of all tenders is not completed on the day of opening. It may please be noted that the due date/time of opening can be altered, extended, if desired 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.

7. Opening of Tender fee, EMD and Commercial & Technical Bid

The envelope containing tender fee and Earnest Money Deposit shall be opened on the due date and time. The requisite Tender fee and EMD shall be verified. There after the Commercial & Technical Bid, shall be opened on the same date, in respect of eligible bidders.

Note: - Techno-commercial Bid / Price Bid of the Bidders who have not submitted requisite amount of Tender Fee and EMD shall not be considered. Tender without tender fee and EMD shall be liable for rejection. Further, the tender must complete in all respect. No additional documents/information shall be entertained after submission of bid.

8. PROCESS OF EVALUATION OF TECHNO-COMMERCIAL BID AND OPENING OF PRICE BID :-

After verification of requisite amount of tender fee and EMD and opening of Techno-commercial bid, the deviations, if any, proposed by tenderer in regard to the Commercial and Technical Bid, at a later date shall be discussed as shall be notified and clarification shall be submitted by the tenderer within the time stipulated. As a result of discussions and

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clarifications obtained in writing on technical and commercial matters, the tenderers shall be free to indicate the effect of such changes on their price and submit sealed "Supplementary Price Bid" within specified time to take care of any deviation/alterations on account of changes in commercial and technical matters. However, the tenderers shall not be allowed to change their original price bid. Further also In case any clarifications desired are not submitted by the tenderers within the time specified by the Company, the Company reserves the right to refuse or to open the price bid. Further in case it is found that, in spite of clarification on technical & commercial matters if the offer does not come to a desired specified level, the Company may not open the price bid at its discretion. If the company decides to open the price bid of a bidder even with deviations in commercial terms & conditions, then company reserves the right to suitably load the prices in order to bring all the offers at par. The tenderers shall, therefore, have to ensure that their tenders are in conformity with the specification. The date of opening of Part III (price bid) shall be notified to the bidders whose bid is found to commercially and technically acceptable. Company decision shall be final and binding on the tenderers.

9. AUTHORISED SIGNATORY FOR THE TENDER

The bidder should obtain User ID for e-bidding. After obtaining User ID bidders can access and participate in the tender. This is an E-tender case and bidders shall submit bid (Techno-commercial Bid & Price Bid) in ONLINE ONLY. All the bid related documents are to be uploaded with your digital signatures in the tender document folder under created bid option. Bids sent in physical form through any other means/ media is not at all acceptable & it may be liable to be rejected.

- I. If tender is being submitted by a proprietary concern, it shall be signed by the proprietor only.
- II. If the tender is submitted by the firm, it shall be signed by the partners unless otherwise authorized by the deed of partnership, in which case necessary power of attorney, authorizing person to sign the tender should be furnished. True copy of the partnership deed shall also be furnished under part-II (Techno-commercial bid) along with Power of Attorney.
- III. If tender is submitted on behalf of company, registered under company Act it shall be signed by the person duly authorized to submit the tender on behalf of the company and shall be accompanied by the certified true copies of the resolution extract of articles of associating special or general power of attorney and designation of person signing the tender on behalf of the company.

10. VALIDITY OF TENDER:

The Tenders should be valid positively for acceptance upto **six months** from the date of opening of the tender otherwise they are liable to be rejected. If necessary, the validity of offer will have to be extended for a further period as may be required by CSPGCL through revalidation. No change in the price or any term shall be allowed during the validity period. The bidder shall not withdraw his offer after opening of the price bid.

11. Amendment in Specifications

The CSPGCL may revise or amend the specification and drawing prior to the date notified for opening of tenders. Such revision/amendment, if any, will be displayed in the e-bidding portal.

12. Requirement to read the tender specification by Bidder

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The tenderers are requested to go through all the contents of Tender specification before preparing their tender bids for submission. If required, the tenderer may visit the company with competent approval at their option.

13. Mistakes in Bids

Rates should be quoted in both figures and words. In case of ambiguity between rates in figures and words, lower of the two shall be considered. Such offers can also be rejected.

14. Alternative Bids

Bid should be submitted as per intent of tender documents, as alternative offers are liable to be rejected.

15. Lump sum Based Bids

In case prices for some items or all given as a lump sum, instead of unit prices as required in the tender specification, CSPGCL can summarily reject such incomplete tender.

16. Printed Terms & Conditions in Bids

Supplier's printed terms & condition will not be considered as forming part of the tender under any circumstances whatsoever.

17. Alterations / Corrections in Bids

No alteration in the tender document will be permitted. If corrections any be needed, while filling the tender, the same shall be made by the tenderer with his dated signature.

18. Incomplete Bids

Tender which is incomplete or obscure, is liable for rejection.

19. Acceptance of Part/Whole Bids – Rights thereof

CSPGCL reserves the right to accept/reject wholly or partly any tender without assigning any reasons whatsoever. No correspondence in this respect shall be entertained by the CSPGCL.

20. Ambiguities in Conditions of Bids

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

21. Disqualifications of Bids

Tenderers will not be permitted to change the substance of his tender on post interpretation/improper understanding grounds. This includes post tender price changes/modifications etc. after opening of price bid. In such events, otherwise, that is, when a bidder does not comply, tender will be rejected.

22. Performance / Experience Records of Bidder

The bidder should invariably submit his record of Performance & Experience as per Schedule, failing which bid may be rejected.

23. Canvassing of Bids

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Tenders shall be deemed to be under consideration, after opening of tender/bid and until such time official announcement of order is made. During this period the tenderers or their authorized Representatives or other interested Parties are advised strongly, in their own interest, to refrain from contacting by any means with CSPGCL's personnel or Representative on matters relating to tender under study.

24. Acceptance of Tender

The CSPGCL may reject any or all tenders or may accept any tender considering its advantage to the CSPGCL, whether it is the lowest offer or not.

25. Pool Rate/CARTEL

"Formation of tender's cartel is strictly prohibited. Cartel includes an association of sellers, distributors, traders or service providers who by agreement amongst themselves, limit, control or attempt to control the production, distribution, sale or price of or trade in goods or provision of services. Here, "Agreement" includes any arrangement or understanding or action, whether or not is formal or in writing. Quoting same rates i.e. pool rate is not acceptable. In case the same rate is found to be quoted by more than two bidders, offer of all such bidders shall be out-rightly rejected. However, if rates of two bidders are found to be same, quantity of orders to be placed on them will be reduced to half of the quantity a bidder is entitled to be allocated by virtue of their common rank. But in case of multi item tender, if rates of even two bidders for more than one item are found to be same, it will be considered as deliberate cartel and offers of both bidders shall be rejected. Accordingly, all the bidders are advised to quote their own individual and most competitive rates. Rates received in a tender will be minutely scrutinized to find out as to whether some or all bidders have entered in to any such "agreement". If company is satisfied with the conclusion that some or all bidders have formed cartel, offers of such bidders shall be rejected.

26. BASIS FOR RATES:-

Rates are to be quoted on the basis of scope of work as mentioned in the tender specification. **RATES QUOTED MUST BE 'FIRM' FOR THE TOTAL PERIOD OF CONTRACT.**

27. Language of Bid

All tender should be made in English only.

28. Locality of Work:

By submitting the tender, the tenderer will be deemed to have satisfied himself by actual inspection of site and locality of the work and ensure that rates quoted by him in the tender will be adequate to complete the work in all respects according to the specifications and other conditions and that he has taken into account all condition and difficulties that may be encountered during its progress whether or not explicitly provided in the tender documents but necessary for proper completion of the work to the entire satisfaction of Office -In-Charge.

29. Tenderers to please note that:-

- a) The tender is to be submitted strictly in accordance with the tender specification, terms & conditions laid down in tender documents.

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- b) Submission of tender by the tenderer implies that he has read and accepted the instruction, terms & conditions for the contract etc. and made himself aware of the particulars of the works/jobs to be done, site conditions and other factors affecting execution of the work.
- c) Canvassing in any form is strictly prohibited and tenderer found to have resorted to canvassing shall be liable to have his tender rejected summarily.
- d) If the tenderer deliberately gives wrong information in his tender to create circumstances for acceptance of his tender, the Company reserves the right to reject such tender at any stage.
- e) Tender documents are not transferrable.
- f) Not more than one tender for the work shall be submitted by one contractor or one firm of contractors.
- g) All documents of the tender submitted shall bear full dated signature with the seal of the tenderer at the foot of every page on right hand corner as a token of acceptance of terms & conditions of tender.
- h) Tender which is incomplete, obscure, irregular or is only for part of the work schedule is liable to be rejected.
- i) The company shall not be liable for any expenses incurred by the tenderer in preparation of tender, whether his tender is accepted or not.
- j) Conditional tenders are liable to be rejected.
- h) The tender shall contain the name, residence and place of business of person or persons submitting the tender. All signatures shall be dated.

30. Important Instructions/ Notes for E-Bidding

- I. Please note that this tender is exclusively and entirely processed online except tender fee & EMD to be submitted offline in physical form, hence the bidder should keep proper record at his end.
- II. Please note that e-mail is always system generated, hence bidders are advised to regularly check their inbox/junk mail box.
- III. Bids (techno commercial & price bid) are accepted only through online procedure. Hard copy of bid may not be accepted.
- IV. CSPGCL shall not assume any responsibility for non-supporting of system, internet, line & associated hardware & software for bidding their tender. No extension in time shall be granted on such grounds. It is strongly recommended not to wait for submission of bid in last minutes as internet/technical problem may disrupt their works.
- V. In SAP SRM it is mandatory to give the **Basic Price** and condition (taxes & duties) of price.
- VI. Rates should be quoted online & in specified fields only. Once the rates are filled & locked, no change on any ground whatsoever will be accepted.
- VII. After dead line, no alteration in the tender will be allowed by the system.
- VIII. CSPGCL will not accept incomplete bid.
- IX. A questionnaire is available in the Rfx information tab in the online tender display which is necessary to answer.

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- X. It is mandatory to submit
- a. **Scanned copy of duly filled and signed General terms and conditions and schedules.**
 - b. **Scanned copy of Complete tender document duly sealed and signed on each page by the authorized signatory of the firm**
- XI. Tender documents will be displayed in online tender display at Technical RfX section.
- XII. For online submission of bid, the bidder may take online help from e-bidding vendor user manual displayed on website-<http://ebidding.cspcl.co.in:50700/irj/portal>.
- XIII. 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 or due 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 altered/extended if desired by CSPGCL 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.
- XIV. User id, Password, Digital Signing Certificate and Digital Encryption Certificate require for participation for any Tender. For User id and Password it is requested to contact with concerning department.
- XV. Before participating in tender, it needs to read carefully all instructions and processes. User manual and instruction documents are available in <http://cspc.co.in/ebidding> or click on Bidder Information link in <http://ebidding.cspcl.co.in:50700/irj/portal> URL.
- XVI. Amendment, Price Bid opening date will be informed by e-mail.
- XVII. If due to any reason the documents are not attached in techno-commercial bid, CSPGCL will not be responsible & such tenders would be out rightly rejected.
- XVIII. If the documents are shown attached in techno-commercial bid but due to any reason could not be opened, on request of CSPGCL another copy will be accepted by mail.

31. Others:

- a) It is to be ensured that vendors should have valid Login ID/ Password before creation of Bid. Please contact CSPGCL well in advance to get the same.
- b) Vendors should have valid Class II & III Digital Signatures with sufficient validity to participate in E- Tender / SRM.
- c) All deviations/exceptions, if any must only be given in the Deviation Schedule to be uploaded in RfX information Tab (notes and attachment –attachment for technical bid). Any deviation/exception mentioned elsewhere would not be given effect to.
- d) All applicable taxes and duties must be mentioned clearly while filling the rates of the taxes and duties. In case the same are not mentioned separately, it would be assumed that the applicable taxes and duties are inclusive in the bid price.
- e) All attributes must be suitably replied to, before submission of bid.


Dy. Gen. Manager (F&A)
C.S.P.G.C.L., RAIPUR

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GENERAL TERMS & CONDITIONS FOR THE WORK CONTRACT :-

1. **AGREEMENT:** The firm will be required to sign Contract with the CSPGCL on non judicial stamp paper of Rs 300/-.Cost of stamp paper and revenue stamp to be affixed on agreement shall be borne by the contractor. The CSPGCL 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 CSPGCL may blacklist the bidder and make the award to another Bidder or call for fresh bids.
2. **SECURITY DEPOSIT:** Upon acceptance of the offer, the successful professional firm will have to deposit a security amount of 10% of total order value for due & faithful fulfilment 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/FDR or B.G. as 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.
3. **DEPLOYMENT OF FINANCIAL CONSULTANT:** - The firm shall deploy 03 nos. C.A. Professionals having minimum qualification of Chartered Accountant with three year experience for execution of assignment mentioned in the scope of work broadly as per **ANNEXURE-I**. The firm shall deploy C.A. professionals at power station of CSPGCL situated at HTPS, Korba (West), DSPM Korba (East) and ABVTPS, Marwa and shall report to concerned Regional Accounting Head.
4. **SCOPE OF WORK:** - The firm through the C.A. Professionals provided shall be responsible to execute all the works assigned to them. The accounts are maintained in SAP ERP. The scope of work has been indicated in the Tender and covers the activity as indicated in **ANNEXURE-I**.
5. **CONTRACT PERIOD:** - The contract shall be for a period of 01 year (12 months) and the same shall be terminable at any time after giving one month notice without giving any reason.
6. **REMUNERATION:** - Consolidated remuneration inclusive of all taxes, duties & charges (except GST) shall be paid per month. The income tax/any other tax applicable as per rules shall be deducted per month as per Company/Govt. Rules. The GST shall be paid extra as per GST act which shall be applicable for this contract. A certificate regarding release of payment to financial consultant shall also be attached while submitting the invoice.
7. **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.

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8. **GST:** Tenderer shall submit documentary evidence for Registration regarding GST with appropriated authority. The GST shall be paid extra as per prevailing act.
9. **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.
10. **PAYMENT:** - The payment will be made monthly on production of bills in triplicate to Sr. Account Officer of respective power station. The payment shall be made on monthly basis by the Sr. A.O. of the concerned Accounting Unit for the services taken by the concerned Accounting Unit. The bill shall be raised after completion of each month and payment shall be made within the reasonable time i.e. 30 days after submission of the bill and fulfilment of other requisite bill passing conditions. For the purpose of this assignment, HTPS Power Station, Korba (West) shall include the billing of 1x500 MW Korba West Extension also.
11. **REPLACEMENT OF FINANCIAL CONSULTANTS:** Continuity and Consistency of financial consultant deployed is of prime importance to the present job. However In case, any of the Financial Consultant engaged under contract is required to leave their job from CSPGCL duty; the intimation regarding leaving the job of that particular Financial Consultant shall be informed by the contractor one month prior to leaving the job. In case, the contractor doesn't inform one month prior to leaving the job, the remuneration of one month in respect of that particular category of Financial Consultant is liable to be deducted from the bill of the contractor in the forthcoming monthly bill. Further, in case, performance of any of the Financial Consultant is reported unsatisfactory by their reporting officer, the contractor has to replace the Financial Consultant within 07 days of their reporting. Decision of CSPGCL shall be final in this regards.
12. **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.
13. **LIQUIDATED DAMAGES:** Liquidated damages will be imposed for the per day of unauthorised absence of the financial consultant by deducting equivalent to per day remuneration payable.
14. **EXTENSION OF ORDER:** Extension order may be placed after due approval, on the same terms and conditions. The contract may be extended for six months subject to satisfactory performance.
15. **REDUCTION IN THE NUMBER OF FINANCIAL CONSULTANT/TERMINATION OF CONTRACT:** - Number of financial consultant engaged in the contract may be reduced as per requirement of the company by giving 15 days notice to the contractor/firm at any time during tenure of the contract. For reduced number of financial consultant, payment shall also be reduced proportionately. Further in case non-satisfactory performance of the firm, contract may be terminated by giving one month prior notice by CSPGCL.
16. **MISCELLANEOUS:** Any changes due to change in policy announced by the State/Central Govt. will be applicable and shall be binding on the contractor for which no separate charges will be payable.

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17. **OFFICER IN-CHARGE:** - The DGM (F & A-II) O/o The ED (Finance), CSPGCL shall be the **officer-in-charge** and shall be responsible for implementation of the work. Any guidelines required during execution may be taken with Officer-In-charge.
18. **SUBLETTING OF CONTRACT:** - The contract as a whole or any part thereof shall not be assigned or sublet without written permission of the CSPGCL or its authorized nominee. In case, such permission is granted, it shall under no circumstance recognize the sub contractors and responsibility of executing the work according to the specification shall entirely rest with the principal contractor.

Other terms & conditions:-

1. All C.A. Professionals shall be available in the Office for execution of requisite work during office hours and in case of exigency, shall carry out work beyond office time for which no additional payment shall be made.
2. In case of urgency of completing the work within time, C.A. Professionals may have to do extra hour working / holiday working for which no extra amount shall be paid to the firm. C.A. Professionals shall have to visit all Regional Account offices under the jurisdiction of CSPGCL as and when directed for which no vehicle shall be allowed. TA / DA /boarding expenses shall be paid equivalent to officers of rank - Asstt. Manager of the Company.
3. During working of the above C.A. Professionals working space and furniture and fixtures shall be provided by the company, however, computers / laptop and its peripherals shall be provided by the firm to the FC.
4. C.A. Professionals have to work on SAP ERP system and MS Office; as such computer proficiency is necessary. The 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 all be arranged by the contractor for which no extra payment shall be made.
5. The Financial Consultants will not be entitled to any advance like House Building, Motor Cycle, and Car Advance etc and shall also not be entitled for other Fringe Benefits such as HRA, free electricity, LTC, Medical Leave & EL during the contract period.
6. The contractor shall ensure that the person engaged by them on contract shall keep high standards of efficiency, integrity & secrecy and comply with all policies, procedures of CSPGCL. Any violation of these procedures may result in disciplinary action against them including termination of the contract. They should also demonstrate requisite punctuality and discipline during their assignment with CSPGCL. If required, the CSPGCL may make necessary procedures/ arrangements to ensure punctuality and discipline by the C.A Professionals.
7. 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.
8. The agency shall ensure that the persons engaged by them on contract shall not participate in any employee related Union/Association. In case of violation of this

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clause, it will be treated as breach of agreement and the contract shall be liable for termination.

9. The person engaged on contract shall not be entitled for any pension or any other retirement benefits on completion/termination of the contract.
10. The working place/Office of the candidates shall be at power station of CSPGCL situated at HTPS KW, Korba (CG), DSPMTPS KE Korba (CG) and 2x500 MW MTTPP Marwa Janjgir-Champa (CG) strictly as per the discretion of the Finance Head at Power station and Executive Director (Finance), CSPGCL, Raipur.


Dy. Gen. Manager (F&A)
C.S.P.G.C.L, RAIPUR

We have gone through the General Terms & Conditions for the instant tender carefully and understood scope of work and all the clauses and I/We am/are agreeable to the same.

Seal & Signature of Tenderer

Seal & Signature of Tenderer

Annexure – I

(Performance / Past Experience)

BIDDER'S NAME & ADDRESS

To,

The EXECUTIVE DIRECTOR (Finance)
CSPGCL, Raipur (C.G.)

Dear Sir,

Sub: - Performance / Past Experience.

We furnish herewith the record of our performance and experience as follows:-

S. No	Particular of work contracts.	Name & Address of organization	Order No. & Date.	Quantum of work	Value of order.

We furnish herewith the SAP working Experience Certificate of CA/ICWA:-

S. No	Name of CA/ICWA	Experience of CA/ICWA in SAP(in Yrs) (min one year)	Name of the Organization from where certificate issued.

Date:

Place:

Signature of Tenderer

Name / Status :

Seal :

Note: Photocopy of the order/performance reports received from Government Organization or State Power Company / NTPC /Private Power Company should be enclosed.

Seal & Signature of Tenderer

Annexure – II

PRICE BID**TENDER SPECIFICATION NO. ED (Fin) CSPGCL/2021/08**

Sl. No.	Category of Financial Consultant	No. of Consultant	Payment to be made to Financial Consultant per month (excluding GST and Other Cess if any)	Overhead Expenses plus Profit margin per month (excluding GST and other Cess if any) *	Total Value (Rs.) Per annum (12 month) (excluding GST and other Cess if any)
1	2	3	4	5	6
1	03 nos. Finance Consultants having minimum qualification of Chartered Accountant (CA) and having minimum experience of three years.	03			
	Total Bid value excluding GST				
	GST @.....				
	Total value including GST				
	In words:- (Rs _____)				

* (Note:- The overhead expenses plus profit margin should not be more than 10% of payment made to financial consultant as per sl. no. 4)

Signature

Seal of the firm

Seal & Signature of Tenderer

Annexure – III

UNDERTAKING BY THE TENDERER.

I/We, hereby agree with Company's terms & conditions of tendering to C.S.P.G.C.L to execute work as described or referred to in the tender documents and its enclosure under the tender specification No **ED(Fin)CSPGCL/2021/05** and which under the terms thereof are to be executed and done by contractor and to perform and observe the provisions and agreements or the part of the contract contained in or reasonable to be referred from the said tender documents for the sums of and the rates indicated in the price bid of the tender submitted herewith.

I/we hereby agree to abide by and fulfill all the terms and conditions of the said conditions of the contract and if default thereof, authorized the CSPGCL or its successors and assigns in the office to forfeit and pay 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 of _____

Date
Place:

(SIGNATURE OF BIDDER)
NAME IN BLOCK LETTERS
RUBBER SEAL OF THE COMPANY

Name & Address of the tenderer:-

.....
.....
.....
.....
.....

Seal & Signature of Tenderer

ANNEXURE – IV**ADDITIONAL INFORMATION TO BE PROVIDED BY BIDDER:**

S. No.	PARTICULAR	BIDDERS RESPONSE (Please tick appropriate one)	Document Attached as Proof
1.	What is status of the bidder?	Ltd. Co./ Pvt. Ltd Co./Manufacture/ authorized dealer/Stockiest/ Supplier/ Contractor	
a.			
b.	TIN and PAN and GST number		
c.	Official E-mail address		
d.	Official telephone number with STD code		
e.	Official fax number with STD code		
f.	Contact person with designation		Mobile No.
2.	Has the bidder participated Earlier in any tender?		SAP vender no

Name & Address of tenderer:

SIGNATURE

Name of the authorized,
 person. Signing

Vendor No.

Mobile No.

Email ID

Seal & Signature of Tenderer

CHECK LIST

Please ensure that the following documents and system are positively available with you and tendering procedure is correctly followed

1. **Valid Digital signature of authorized signatory is ready for filing the tender.**
2. The requisite **Tender Fee (non refundable)** .The EMD against this tender is Rs 24650/-.Seal these above documents/instruments in two separate envelope. First envelope containing tender fee must be super scribed as “ Envelop -1 Acknowledgement of tender Fee for tender < name /number of tender ,due date > &Second Envelop containing acknowledgement of EMD must be super scribed as “Envelop -11 EMD” for tender < name /number of tender ,due date >.Above two sealed envelopes (I & II) are to be kept in one envelop & sealed properly. This sealed has to be send to this office superscribing as “Tender Fee & EMD “ for tender no ED(Fin) CSPGCL/2020/04 & addressed to the ED (Fin)CSPGCL, Ground floor ,Vidyut Sewa Bhawan, Dangania , Raipur(CG) 492013. Please ensure that the envelope should reach in this office before scheduled closing date & time of submission of bid.
3. Scanned copy and hard copy of balance sheet, profit and loss account, trading account or bankers certified copies in support of their Turn Over in last three years.
4. Scanned copies of Experience certificate / order copies / other required documents:
 - (a) That the bidder is a reputed and established manufacturer / their authorized dealers.
 - (b) Necessary documentary evidence having executed order for the mentioned work/ supply of materials in any of the State Power Company /NTPC/Other Power Utilities/Govt./ Reputed Organization during last five years.
5. Please note that it will be presumed that the bidder has read all the documents carefully and filing the tender without any prejudices and have accepted all the terms and conditions of the tender except those mentioned in deviation sheets. Bidder may please also note that if deviations are not filled and attached, it will be assumed that there is no deviation from Bidder side.
6. **General instructions for e-bidding:-**
 - a. The system should have minimum MS windows -7 with latest version of Java.
 - b. The Bidder must have a computer/Laptop along with a good speed Internet Connection.
 - c. The Bidder must have Internet Explorer browser version 8 or above. E-Bidding web portal may not run in other browsers like Chrome, Mozilla etc.
 - d. The Bidder must have been registered into the C.S. Power Companies' e-Bidding Portal for participation in the tenders through e-Bidding.
 - e. The authorized Signatory must have valid Class II/III Digital Signature Certificate to sign the documents for e-Bidding process and to access the documents of the Purchaser.
 - f. Bidder should fulfill any other pre-requisites mentioned in the tender documents i.e. Tender Specific pre-requisites. For more detail please visit our website or contact Help Desk.

Seal & Signature of Tenderer