

छत्तीसगढ़ स्टेट पॉवर डिस्ट्रीब्यूशन कंपनी लिमिटेड
कार्यालय-मुख्य अभियंता (रा.श.क्षे.)

गुड़ियारी, रायपुर - 492010


(दूरभाष - 0771-2574705, टेलीफैक्स-0771-2593403)

क. 10-01 / टेंडर / सी.ए. / 206\

रायपुर, दिनांक
25 AUG 2025

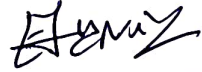
निविदा आमंत्रण सूचना

छत्तीसगढ़ राज्य विद्युत कंपनी के लेखा इकाई क्रमांक-एक, छ.स्टे.पॉ.डि.कं.लि., रायपुर कार्यालय हेतु योग्य चाटर्ड एकाउन्टेन्ट के अस्थाई अल्पकालीन अनुबंध हेतु मुहरबंद निविदाएं आमंत्रित की जाती हैं।

| क्र० | कार्य का नाम | संख्या | निविदा का मूल्य | बयाना राशि |
|------|---|--------|-----------------|---------------------------|
| 1 | चाटर्ड एकाउन्टेन्ट अनुबंध हेतु | 01 | | ₹. 5000.00 वापसी योग्य |
| अ | निविदा प्राप्त करने की अंतिम तिथि व समय | | | 15.09.2025 (2.30 बजे) तक |
| ब | निविदा जमा करने की तिथि व समय | | | 15.09.2025 (3.00 बजे) तक |
| स | निविदा खोलने की तिथि व समय | | | 15.09.2025 (3.30 बजे) |
| | नियम व शर्तें | | | |
| 1 | इच्छुक ठेकेदार उपरोक्त निविदा प्रपत्र मुख्य अभियंता (रा.श.क्षे.) छ.स्टे.पॉ.डि.कं.लि., रायपुर के कार्यालय से उपरोक्त तिथि तक निःशुल्क अथवा कंपनी के वेबसाइट www.cspdcl.co.in से <u>download</u> की जा सकती है। | | | |
| 2 | नियत तिथि के पश्चात प्राप्त निविदा किसी भी परिस्थिति में मान्य नहीं होगी। | | | |
| 3 | निविदा एवं कार्य संबंधी जानकारी कार्यालयीन समय में निविदा प्रपत्र प्राप्त करने की अंतिम तिथि तक अधोहस्ताक्षरकर्ता के कार्यालय से प्राप्त की जा सकती है। | | | |
| |  मुख्य अभियंता (रा.श.क्षे.) छ.स्टे.पॉ.डि.कं.लि., रायपुर | | | |
| | बिजली की बचत ही बिजली का उत्पादन है | | | |

TENDER UPLOAD POLICY

| Sl. No. | Item | Particulars |
|---------|---|---|
| 1. | Name of Issuing office | CHIEF ENGINEER(RCR) CSPDCL, RAIPUR |
| 2. | Tender Specification No. | 10-01/Tender/C.A./ Raipur Dated 22.08.2025 |
| 3. | Scope of Work | Engagement of 01 No Chartered Accountant (CA) on outsourcing basis for the O/o Sr. A.O.-I CSPDCL, Raipur |
| 4. | Earnest Money Rs. | 5000/- |
| 5. | Due Date and Time for Submission of Tender Document | Date: 15.09.2025 Time : 3.00 PM |
| 6. | Due Date and Time for Opening of Tender Document | Date: 15.09.2025 Time : 3.30 PM |


SUPERINTENDING ENGINEER
O/o CHIEF ENGINEER (RCR)
CSPDCL, RAIPUR

CHHATTISHGARH STATE POWER DISTRIBUTION COMPANY LTD.

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

CIN-U40108CT2003SGC015822, GST Number of CSPDCL -22AADCC6047K1ZR.

Office of the Chief Engineer (RCR) CSPDCL, Email ID ed.rr@cspc.co.in

TENDER SPECIFICATION NO. 10-01/Tender/CA/2053 dated 22.08.2025

DATE OF OPENING – 15.09.2025 at 15.30 Hrs.

Tender for engagement of 01 No. CA for O/o. Sr. A.O.-I, CSPDCL: Raipur

To,

M/s.....
Chartered Accountants,
.....

Dear Sir,

Proposal is invited for availing the services of 01 No (one) Chartered Accountant (CA) on (outsourcing) basis for a period of one year on open tender basis for the O/o Sr. A.O.-I Raipur.

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

1. Terms & Conditions: -

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

2. **Deliverable:** -

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

- (A) The CA will be required to take up following activities and guide the staff of RAO to rectify the wrong entries observed as well proper accounting of entries.
 - (i) Scrutinizes of day to day entries made in the SAP system and indicate correct entry and also formulate the correction entry including CRA verification.
 - (ii) Accounting of statutory liabilities is of utmost importance. It is to be constantly scrutinized that correct statutory liabilities such as TDS, GST, TCS etc. are deducted from bills. It is also to be scrutinized that GST/service tax liabilities sales tax/vat tax/commercial tax collected from consumers/vendors are properly recognized and accounted for.
 - (iii) Bank reconciliation work which includes up to date reconciliation from previous backlogs wherever exists.
 - (iv) Constant reconciliation of manual (internal) records with the same records maintained in SAP system.
 - (v) Reconciliations of statutory liability accounts and indicate if statutory liabilities are paid before due dates, if there is delay in remittance of statutory liabilities, the corrective measures shall be indicated. Assistance in preparation of reply to tax authorities audit teams for taxation purpose with due consultation with Head Office.
 - (vi) Reconciliation of accounts with outside records such as bank reconciliation, loan reconciliation etc.
 - (vii) Reconciliation of imprest, temporary advance and RTA issued to divisions.
 - (viii) Reconciliation of staff loan and advances.
 - (ix) Reconciliation of GPF deduction, remittances, receipt from GPF Trust and GPF loan part final and final payment to staff.
 - (x) Reconciliation of New Contributory Pension fund deduction and remittances.
 - (xi) Scrutiny of trial balances of the business area.
 - (xii) All other works necessary for preparing true and fair account whether instructed to do or not.

(B) Reporting

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

3. Amount of the Order :-

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

4. Security Deposit :-

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

5. Period of Order :-

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

6. Completion of work :-

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

7. Payment :-

The payment will be made monthly on production of bills in quadruplicate along with the attendance sheet to Sr. A.O. - I /A.O. The bill shall be raised at the end of each month. The payment will normally be released within 30 days from the date of submission of bills, however no interest will be admissible in case of delay in payment due to procedural hurdles.

8. Income Tax :-

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

9. (A) GST :-

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

(B) Other Taxes/Duties:-

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

10. **Penalty :-**

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

11. **Extension Order: -**

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

12. **Miscellaneous: -**

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

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

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

14. **Jurisdiction: -**

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

15. **Submission of Tender :-**

You are requested to submit your proposal in sealed envelope up to 3:00 pm on 15.09.2025 addressed to "The Chief Engineer (RCR) CSPDCL, Raipur" duly mentioning the Tender No, Date & due date. Inside this envelop three envelopes should be enclosed containing

- (i) First envelop super scribed as "EMD" should contain EMD in proper form. The DD/Banker's cheque amounting to Rs. 5000 /- only in favour of Sr. Account Officer-I, CSPDCL, Raipur drawn from the nationalized schedule Bank. Cheques will not be accepted.
- (ii) Second envelop super scribed as "Commercial Bid" should contain the CV's, Tender form (issued from this office) duly signed and sealed along with the CV's and copy of CA certificate, working experience certificate, GST, PAN card etc.
- (iii) The third envelop super scribed as "Price Bid" should contain the offer in prescribed price bid (enclosed with tender form) duly signed and sealed.

Tender document submitted will be opened on 15.09.2025 at 3:30 PM. After scrutiny of EMD and Commercial Bid, the price bid will be opened only of eligible bidders on a suitable date which will be intimated to eligible bidders.


**CHIEF ENGINEER (RCR)
CSPDCL, RAIPUR**

PRICE BID

TENDER SPECIFICATION NO. 10-01/Tender/CA/2053 dated 22.08.2025
DATE OF OPENING – 15.09.2025 at 15.30 Hrs.

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

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

Note:- GST, If Applicable, Shall be paid extra as per actuals.

Details of EMD enclosed – Rs. 5000/- vide MR/DD No.....Date.....

SIGNATURE

NAME OF PERSON
SIGNING DOCUMENT

NAME & SEAL OF FIRM/
Chartered Accountant

ADDRESS

a) OFFICE ADDRESS
WITH PHONE/FAX

b) HEAD OFFICE
WITH PHONE/FAX

NAME OF CA &
MOBILE NO.