

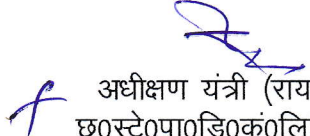
**कार्यालय अधीक्षण यंत्री (रायगढ़ वृत्त),  
छत्तीसगढ़ स्टेट पावर डिस्ट्रीब्यूशन कंपनी लिमिटेड, रायगढ़**

क्र. 11-30/05/Pur/25-26/NIT/G-12/1897

रायगढ़, दिनांक 18.09.2025

**निविदा आमंत्रण सूचना**

छत्तीसगढ़ राज्य विद्युत वितरण कंपनी के कार्यालय, वरिष्ठ लेखाधिकारी, छ0स्टे0पा0डि0कं0लिमि0, रायगढ़ हेतु इस कार्यालय के निविदा क्र. 11-30/05/Pur/25-26/NIT/G-12/1897 date. 18.09.2025 के तहत योग्य चाटर्ड एकाउन्टेंट के अस्थाई अल्पकालीन अनुबंध हेतु मुहरबंद निविदाएं आमंत्रित की जाती है।

क्र.	कार्य का नाम	संख्या	निविदा फार्म का मूल्य	बयाना राशि
	चाटर्ड एकाउन्टेंट, अल्पकालीन अनुबंध हेतु	01 नग	निःशुल्क	रु. 5000/- वापसी योग्य
अ	निविदा प्राप्त करने की अंतिम तिथि व समय		08.10.2025	02.00 बजे तक
ब	निविदा जमा करने की तिथि व समय		08.10.2025	03.00 बजे तक
स	निविदा खोलने की तिथि व समय		08.10.2025	03.30 बजे
	नियम व शर्तें			
1.	इच्छुक ठेकेदार उपरोक्त निविदा का क्रय अधीक्षण यंत्री (रायगढ़ वृत्त), छ.ग. स्टेट पा.डि.कं.लिमि., रायगढ़ के कार्यालय से उपरोक्त तिथि तक निःशुल्क अथवा कंपनी के वेबसाइट <a href="http://www.cspdcl.co.in">www.cspdcl.co.in</a> से download 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 क्रय करने की अंतिम तिथि तक अधोहस्ताक्षरकर्ता के कार्यालय से प्राप्त की जा सकती है।			
	 अधीक्षण यंत्री (रायगढ़ वृत्त), छ0स्टे0पा0डि0कं0लिमि0, रायगढ़			



# CHHATTISGARH STATE POWER DISTRIBUTION COMPANY LTD

(A Government of Chhattisgarh Undertaking) (A Successor Company of C.S.E.B.)

CIN : U40108CT2003SGC015822

O/o THE SUPERINTENDING ENGINEER (RAIGARH CIRCLE) RAIGARH- 496001

Phone No. 07762-226352, Website : [www.cspdcl.co.in](http://www.cspdcl.co.in)

No.11.30/05/Pur./25-26/NIT/G-12/1897

Raigarh, Dated:- 18.09.2025

## Tender Notice

Proposal is invited for availing the services of 1 No. (One) Chartered Accountants (CA) for R.A.O. CSPDCL, Raigarh on outsourcing basis for a period of one year on open tender basis.

Chartered Accountant should be having experience of at least 2 years of post-qualification and proficiency in computer application and Head office/Branch office should be situated at Raigarh proper only.

### **1. Terms & Conditions:**

The Firm 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 Sr. A.O./A.O. 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, Sunday, Saturday 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 that 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 specified intervals. The candidates shall be provided office space and furniture and fixtures however computers/laptop shall be provided by the firm/candidate. Candidates have to assist in the work on SAP ERP system and MS Office; as such computer proficiency is necessary. No extra payment for employee related benefits like EPF / GPF/ NCP/Insurance/Medical facility and all other benefits which are required to be given by "employees benefit related Act" prevailing in State / India (whatsoever be the name) shall be made.

### **(2) Guideline for submission of bids:-**

- (a) The **first envelope** should be superscribed as "Technical & Commercial Bid" Tender name and No., due date of opening, and name of firm with address, telephone/mobile numbers for contact and addressed to "Superintending Engineer (Raigarh-Circle), CSPDCL, Raigarh". This envelope must contain all the documents in original issued from this office except the price bid. If the firm wishes to enclose any other supporting documents the same must be duly signed/attested on each page and should be kept in envelope number-1 only. **(Format of "Technical & Commercial Bid" is attached.). Following Documents must be submitted along with "Technical & Commercial Bid:-**

(i) Constitution Certificate showing Head Office/Branch Office address.

- (b) The **Second envelope** should superscribe as "Price Bid" Tender name and No. due date of opening and name of firm with address, telephone/mobile numbers for contact and addressed to "The Superintending Engineer (Raigarh-Circle), CSPDCL, Raigarh". This envelope must contain only the price bid issued from this office attached with the tender documents in original. **(Format of "Price Bid" is Attached)**



All the two envelopes shall be kept in a 3<sup>rd</sup> envelope and superscribed as "Tender No. 11.30/05/Pur/25-26/NIT/G-12/1897 dtd. 18.09.2025 Due on 08.10.2025 i.e. due date of opening of tender and **Name of the firm with complete address, phone & mobile numbers for contact and must be addressed to "Superintending Engineer (Raigarh-Circle), CSPDCL, Raigarh".**

### **3. DELIVERABLE:**

The firm providing the candidates/ the candidates shall be responsible to execute all the work assigned to them. CSPDCL has one Regional Accounts Office in Raigarh. The account is 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. 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, WCT etc. are deducted from bills. It is also to be scrutinized that services tax liabilities Sales tax/ VAT tax/ Commercial tax collected from consumers/ vendors are properly recognized and accounted for.
- iii. Preparation of Monthly 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. Reconciliation of statutory liability accounts and indicate of statutory liabilities are paid before due dates, if there is delay in remittance of statutory liabilities, the corrective measures shall be indicating. Assistance in preparation of reply to tax authorities audit teams for taxation purpose with due consultation with Head Office.
- vi. Reconciliation of accounts with outside records such as bank reconciliation, loan reconciliation etc.
- vii. Scrutiny of intercompany transactions.
- viii. Reconciliation of imprest, temporary advances and RTA issued to divisions.
- ix. Reconciliation of staff loan advances.
- x. Reconciliation of GPF deduction, remittance, receipt from GPF trust and GPF loan part final payment to staff.
- xi. Reconciliation of New Contributory pension fund deduction and remittances.
- xii. Filling return of Monthly GST-TDS deducted from contractors, Monthly EPF & ESIC Return and Quarterly Income Tax TDS/TCS return including Generation of Form 16/Form 16A.
- xiii. All other works necessary for preparing true and fair account whether instructed to do or not.

### **(B) Reporting: -**

The CA appointed will be required to report to the concerned RAO daily and submit fortnightly report to RAO regularly, further the overall control will be of Head Office and he will be required to follow the instructions of officer in charge who would be Sr. AO/AO-RAO.

4. **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.
5. **SECURITY DEPOSIT:** Security deposit @ 10% of bill value has been deducted from monthly bill and shall be refundable after completion of tenure.
6. **PERIOD OF ORDER:** The period of this order shall be of one year which shall be started from the date of execution of agreement under this order.
7. **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.

3. **PAYMENT:** The payment will be made monthly on production of bills in quadruplicate along with the attendance sheet to Sr. A.O./A.O. The bill shall be raised at the end of each month.
9. **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.
10. **(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.
11. **PENALTY:** In case the work is not up to satisfaction of this office, penalty i.e. Security Deposit shall be forfeited and the company may terminate the professional assignments without assigning reasons thereof.
12. **EXTENSION ORDER:** CSPDCL shall reserve all 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.
13. **MISCELLANEOUS:** Any charge 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.
14. **INCHARGE OF WORK:** Sr. A.O./ A.O. shall be the office in charge. All formalities & further correspondence pertaining to the contract shall be made with the RAO.
15. **JURIDICTION:** Any dispute of difference, arising under, out of or in connection with this order shall be subject to exclusive jurisdiction of competent court of Raigarh (CG) only. To discuss any issue related to order the firm may contact with the concern RAO.

**You are requested to submit proposal in sealed envelope upto 3:00 PM on 08.10.2025 and will be opened on the same day at 03.30 PM in presence of bidder / tenderer who wish to be present during opening of tender.**


Yours faithfully,

  
**S.E. (Raigarh Circle)**  
**CSPDCL, Raigarh**

Copy to:-

01. The Chief Engineer (Raigarh Region), CSPDCL, Raigarh.
02. The Executive Director (EITC) CSPDCL, Raipur for information & necessary publication on Company's Website.(NIT enclosed.)
03. The Regional Accounts Officer ,CSPDCL, Raigarh.
04. The Cashier O/o Superintending Engineer (Raigarh Circle), CSPDCL, Raigarh.

All for information .A copy of Notice Inviting Tender(NIT) is enclosed herewith for displaying in the notice board.

  
**S.E. (Raigarh Circle)**  
**CSPDCL, Raigarh**

**FORMAT OF PRICE BID**

TENDER SPECIFICATION NO.11-30/05/Pur/25-26/NIT/G-12/1897 dtd. 18.09.2025

DATE OF OPENING on dtd. 08.10.2025

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

Monthly Professional Fee	
Add :- GST*	
Total Monthly Fee	

- In Case of revision in GST Tax Rate, Revised rate shall be chargeable.

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.