

छत्तीसगढ़ स्टेट पॉवर डिस्ट्रीब्यूशन कंपनी लिमिटेड

(छत्तीसगढ़ शासन का एक उपक्रम) (छ0रा0वि0म0 की उत्तरवर्ती कंपनी)



CIN U40108CT2003SGC015822, Regd. Office Address :- Vidyut Sewa Bhawan,
Daganiya, Raipur - 492013, website : www.cspdcl.co.in

कार्या. अधीक्षण अभियंता वृत्त, दुर्ग

Email ID :- seonm.durg @ cspc.co.in, Phone No. 0788-2359989 Fax 0788-2290989

क्र 10-30 / 2023-24 / क्रय / सी.ए. / 2607

दुर्ग, दिनांक 09.10.2023

RFX No. 8100034571

निविदा आमंत्रण सूचना

छत्तीसगढ़ स्टेट पॉवर डिस्ट्रीब्यूशन कंपनी लिमिटेड के अंतर्गत आने वाले अधीक्षण अभियंता (वृत्त) दुर्ग के अधीनस्थ वरिष्ठ लेखाधिकारी कार्यालय दुर्ग हेतु ई.बिड निविदा क्रं 2607 दिनांक 09.10.2023 के तहत 01 नं. चार्टर्ड अकाउंटेंट बाह्य स्रोत से 01 वर्ष के लिये अस्थाई अल्पकालीन अनुबंध हेतु इच्छुक व्यक्ति अथवा संस्था से ऑनलाईन निविदाएं आमंत्रित की जाती है।

क्र.	विवरण	संख्या
1	Chartered Accountant	01 नग
अ	निविदा क्रय करने की अंतिम तिथि व समय	28.10.2023 5:00:00 PM
ब	निविदा जमा करने की तिथि व समय	29.10.2023 3:00:00 PM
स	निविदा खोलने की तिथि व समय	29.10.2023 3:30:00 PM

नियम व शर्त:-

1	मात्र ऐसे इच्छुक ठेकेदार जिनके पास GST पंजीयन है, उपरोक्त ई-निविदा छत्तीसगढ़ स्टे.पॉ.डि.कं.लिमि. के ई बिडिंग प्रक्रिया के माध्यम से भाग ले सकते हैं। मेन्यूवल निविदा स्वीकार नहीं किये जायेंगे।
2	ई.एम.डी. राशि डी.डी. जो कि वरिष्ठ लेखाधिकारी छत्तीसगढ़ स्टे.पॉ.डि.कं.लिमि. दुर्ग को देय होगा इस कार्यालय में दिनांक 28.10.2023 साय 05.00 बजे के पूर्व जमा किया जाना आवश्यक है।
3	किसी भी प्रकार की देरी या तकनीकी बाधा के बावजूत कंपनी जिम्मेदार नहीं होगी।
4	निविदा उपरोक्त नियत तिथि व समय में अधिकृत प्राधिकारी द्वारा खोली जायेगी।
5	कार्य एवं निविदाकारों की अर्हता हेतु विस्तृत शर्त निविदा प्रपत्र में उल्लेखित है।
6	निविदा को बिना किसी सूचना के या कारण के उसके किसी भाग को या पूरे निविदा को निरस्त करने का अधिकार कंपनी के पास सुरक्षित है।

अधीक्षण अभियंता (वृत्त)
छ.स्टे.पॉ.डिस्ट्री.कं.लिमि.,दुर्ग

टीप:- मुख्य अभियंता (ETC) छ.स्टेट पॉ. डिस्ट्री. कं. लिमि., रायपुर कृपया इस निविदा आमंत्रण सूचना को विद्युतकंपनीज के वेबसाइट पर प्रदर्शित करने का कष्टकरेंगे।

Tender specification No. 10-30/Pur/NIT/CA/2607 Durg, dt. 09.10.2023 Due on 29.10.2023

S.NO.	ITEM	PARTICULARS
1	Name of Issuing Office	Superintending Engineer (Circle) CSPDCL Durg
2	Tender Specification No.	10-30/Pur./ 2607 dt. 09.10.2023 due on 29.10.2023
3	Scope of Work	Engagement of Chartered Accountant
4	Estimated Cost Rs.	Rs. 7,46,090/-
5	Earnest Money Rs.	Rs. 7,500/-
6	Last Date and Time for Sale of Tender Document	Date 28.10.2023 Time 5:00:00 PM
7	Due date and Time for submission of Tender Document	Date : 29.10.2023 Time: 3:00:00 PM
8	Due date and Time for Opening of Tender Document	Date : 29.10.2023 Time: 3:30:00 PM

Superintending Engineer (Circle)
C.S.P.D.C.L. Durg

SALE OF TENDER DOCUMENTS

No.37-0100/PUR/TEND/CA/2607

/DURG,DTD: 09.10.2023

Engagement of Chartered Accountant

Price Rs. 2000/- (Two Thousand) only, non-refundable.

Issued :

M/s

.....

.....

(Sold vide M.R. No. dt. for Rs. Two Thousand only)

Note : THIS FORM MUST BE RETURNED AT
THE TIME OF SUBMITTING TENDER
FORM.

Executive Engineer (O)
O/o Superintending Engineer (Circle)
C.S.P.D.C.L. Durg

Prise Bid

Tender specification No. 10-30/Pur/Tender/2607, Durg, dt. 09.10.2023 DUE ON 29.10.2023

The undersigned hereby tender and offer to CSPDCL to engagement of the Chartered Accountant at the rates as indicated hereunder :-

Sl No.	Particulars	Qty.	Fees
01.	Chartered Accountant	1 No.	746090.00 (18%GST inclusive)

NOTE : No extra charges shall be payable over & above the quoted rate.

The undersigned undertake to observe and abide by the terms & conditions at the tender specification enclosed herewith.

Earnest money of Rs. 7500/- (Rs. Seven Thousand Five hundred only) has been deposited to the Sr. Accounts Officer, CSPDCL Durg vide M.R. No. dt./demand draft No. dt. drawn as

Signature of tenderer

Name & Address of
the tenderer
Tenderer's Seal

1. Terms & conditions:-

1. E-Bid tenders are online invited by the SE (Circle) CSPDCL Durg for engagement of chartered accountant.
2. CSPDCL shall not assume any responsibility for non-supporting of system, internet, line and associated hardware and software for submitting their offer. No extension in time shall be granted on any type of such grounds. It is strongly recommended not to wait for submission of bid in last minute as internet/technical problem may disrupt their works.
3. Rates should be quoted online and in the specified fields only. Once the rates are filled and locked, no change on any ground whatsoever will be accepted.
4. After dead line, no alteration in the tender will be allowed by the system
5. A questionnaire is available in the Rfx information tab in the online tender display which is necessary to be answered.

Tender must uploaded online at 3.00 P.M. on **29.10.2023** tenders received after the time and date will not be considered. Covers should in variable be super scribed that the Earnest Money deposited Rs 7500/- (Seven Thousand Five Hundred Only) through demand draft payable to Sr.A.O. CSPDCL Durg. The Tenders will be opened at 3.00 P.M.

FORM OF EARNEST MONEY DEPOSIT :

The earnest money deposit can be furnished in any of the following forms.

- a. By Bank Draft on a schedule Bank at Durg made payable to the Sr. Accounts Officer CSPDCL Durg. Offers accompanied with inadequate earnest money will be rejected and returned unopened.

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 10:30 AM to 5:30 PM at RAO 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, second and third 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 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 be made.

2. DELIVERABLE:-

The firm providing the candidates/ the candidates shall be responsible to execute all the work assigned to them. CSPDCL has eight Regional Account offices (one each in Bilaspur, Ambikapur, Jagdalpur, Durg & Rajnandgaon and two in Raipur), one central Accounting Unit the Candidate where has be deployed. 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 will proper accounting of entries.
- (i) Scrutiny's 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 service tax / vat tax / commercial tax collected from consumers / vendors are properly recognized and accounted for.
- (iii) Guidance to staff for Bank reconciliation work which includes upto-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 is 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) 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, remittances, receipt from GPF Trust and GPR loan final payment to staff.
- (xi) Reconciliation of New Contributory pension fund deduction and remittances.
- (xii) Scrutiny of trial balances of the business area.
- (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 basis and submit limit for nightly report to Head Office 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 Manager Accounts, O/o ED (F&D).

3. **AMOUNT OF THE ORDER:-** For the work under this order you shall be paid Rs..... Per month (Rupee..... only per month) including all taxes and duties except Service Tax which shall be paid as per the terms of this order. The amount Rs/- per month shall be reduced in proportion of man days absent to man days absent to the total days in that month.

4. **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.**

5. **SECURITY DEPOSIT:-** Security deposit @ 10% of bill value has been deducted from the monthly bill and shall be refundable after the completion of tenure.

6. **PERIOD OF ORDER:-**The period of this order shall be of one year which shall be stated 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 in 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.

8. **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). SERVICE TAX:-**

You shall have to submit documentary evidence for Registration regarding Service Tax 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 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.

12. 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.

13. 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.

14. INCHARGE OF WORK:-

Sr.A.O/A.O./ Asstt. Manager (CAU) shall be the officer charge. All formalities & further correspondence pertaining to the contract shall be made with the RAO/ Asstt. Manager (CAU).

15. 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 Durg (C.G.) only. To discuss any issue related to order the firm may contract with the concern RAO.

SUPERINTENDING ENGINEER(Circle)
CSPDCL,DURG