

CHHATTISGARH STATE POWER DISTRIBUTION COMPANY LTD

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

CIN : U40108CT2003SGC015822

O/o THE EXECUTIVE DIRECTOR (RAIGARH REGION) RAIGARH- 496001

Phone No. 07762-221223, email : rce.raigarh@cspc.co.in



No.17-01/CE/RGH-R/Pur/2023-24/NIT-22/ **1980**

Raigarh, Dt.

Tender Notice

16 JAN 2024

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 Ten Months on open tender basis.

Chartered Accountant having experience of at least 2 years of post-qualification working in a limited company or having done internal audit for at least 2 years in any PSU, proficiency in computer application and head office/office should be situated at Raigarh proper only.

1. Terms & Conditions:

(a) 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./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, 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 (whichever be the name) shall be made.

(b) 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 "Chief Engineer (Raigarh-Region), 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 singed/attested on each page and should be kept in envelope number-1 only.

(c) 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 Chief Engineer (Raigarh-Region), CSPDCL, Raigarh". This envelope must contain only the price bid issued from this office attached with the tender documents in original.

(d) All the two envelopes shall be kept in a 3rd envelope and superscribed as "Tender No. 22-16/01/Pur/23-24/..... dtd. 16.01.2024 Due on 16.02.2024 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 "Chief Engineer (Raigarh-Region), CSPDCL, Raigarh".

2. 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:

(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, 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. Guideline to staff for 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. Scrutiny of trial balance of the business area.
- xiii. Filling of monthly/quarterly/half yearly and yearly return of EPF/ESIC and other returns of officers/employees.
- xiv. All other works necessary for preparing true and fair account whether instructed to do or not.
- xv. The Office working time is 10:00 AM to 05:30 PM during working days.
- xvi. Filling return of GST, TDS deducted from contractors and revenue collected through TCS.

(B) Reporting: -

The CA appointed will be required to report to the concerned RAO daily and submit fortnightly 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&A).

3. AMOUNT OF THE ORDER: - For the work under this order you shall be paid Rs.....month(Rupeesonly per month) Including all taxes and duties except Service Tax/GST which shall be paid extra as per the terms of this order. Total amount Rs. per month shall be reduced in one proportion of man days absent to the total days in the month.

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

5. **PERIOD OF ORDER:** The period of this order shall be of Ten months which shall be started from the date of execution of agreement under this order.

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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./A.O. The bill shall be raised at the end of each month.

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 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 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.

12. **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.

13. **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.

14. **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 16.02.2024 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,

SD
Superintending Engineer(O)
O/o Chief Engineer (Raigarh Region)
CSPDCL, Raigarh

Copy to: -

01. The Executive Director(Fin.)/Chief Engineer (O&M), CSPDCL, Raipur.
02. The Superintending Engineer (Circle), CSPDCL, Janjgir-Champa/Raigarh.
03. The Regional Accounts Officer, CSPDCL, Raigarh.
04. The Cashier O/o CE (Raigarh-Region) CSPDCL, Raigarh.
05. Notice Board & Publish on company's Website : www.cspdcl.co.in.
- All for information & displaying in the Notice Board of your office.

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Superintending Engineer(O)
O/o Chief Engineer (Raigarh Region)
CSPDCL, Raigarh