

# CHHATTISGARH STATE POWER DISTRIBUTION COMPANY LIMITED

(A GOVERNMENT OF CHHATTISGARH UNDERTAKING) (A SUCCESSOR COMPANY OF CSEB)



CIN- U40108CT2003SGC015822

OFFICE OF THE SUPERINTENDING ENGINEER (JC) CSPDCL, JAGDALPUR, EMAIL ID: SEONM.jagdalpur@cspc.co.in/

website: [www.cspdcl.co.in](http://www.cspdcl.co.in)

No. 12-10/III/1295

Jagdalpur Date 11.07.2024

Supply of the following :-

**Chartered Accountant (C.A.) on outsourcing basis for a period of financial year 2024-25**

Issued to :-

M/s

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For Rs.-----/-only (Rs.-----Only)

- Note :-**
- 1.The tender form fee of Rs. 2000/-(Inclusive GST @18%) may be deposited through Online mode (while participation during e-bidding) in favour of “The R.A.O., C.S.P.D.C.L., Jagdalpur” which is not refundable. The last date for purchase of tender document is on or before 01.08.2024 up to 14:30 P.M.**
  - 2. An amount of Rs. 5,880/- (Rs. Five thousand eight hundred eighty only) only towards EMD has to be deposited by the bidder/firm in this office through online mode (while participation during e-bidding) in favour of “The R.A.O. C.S.P.D.C.L. Jagdalpur.” should be received in this office on or before 01.08.2024 up to 15:30 P.M. which is refundable.**

**Superintending Engineer(JC)  
CSPDCL, Jagdalpur**

## **GENERAL TERMS AND CONDITIONS OF TENDER**

1. Proposal is invited for availing the services of 1 No. (one) Chartered Accountant (CA) on (outsourcing) basis for a period of financial year 2024-25 on open tender basis.
2. Offer must be submitted online (through e-bidding portal) to the Office of the **Superintending Engineer (JC) CSPDCL, Jagdalpur.**
3. Only one offer from on firm of contractors will be accepted. If more than one offer is found, Company will have right to reject any or all offer(s) without assigning any reason and EMD may be forfeited.
4. Tenderers are required to furnish an Earnest Money amounting to Rs. 5,880/- (Rs. Five thousand eight hundred eighty only) only through online mode in favour of the Sr. AO, CSPDCL Jagdalpur. No interest shall be paid on the Earnest Money.
5. The Tenders shall be submitted in the office of **Superintending Engineer (JC) CSPDCL, Jagdalpur** on or before **01.08.2024 up to 15.30 Hrs.** only and will be opened on **02.08.2024 03.30 HRS.** Tender offers received without proper Earnest Money will not be considered.
6. First of all, Earnest Money will be verified on e-bidding portal. If this is found in order, then only second part of the tender i.e. technical & commercial bid of tender will be opened and finally the price bid of the Tenderer, Who has successfully crossed two stages of opening, will be opened (subject to conditions). If found necessary the price bid may be opened later on for which new date/time will be intimated separately. The bidder or his only one authorized representative having power of attorney will be allowed to be present during opening of tender.
7. The Earnest Money will be refunded to un-successful tenderers within the reasonable time.
8. This forfeiture shall be without prejudice to the right of the Company to recover further damages, if any, from the tender.
9. Security deposit @ 10% of bill value has be deducted from the monthly bill and shall be refundable after the completion of tenure.
10. Tenderers must fill up complete tender form and should submit in original duly signed all pages by the competent person of the firm. The document should be free from over writing. Any tender not bearing the signature in all the documents accompanying the tender shall be liable for rejection.
11. Tenders which do not fulfill all or any of the above conditions or incomplete in any respect are liable to be rejected.
12. After acceptance of rates the Company will not pay any extra charges for any reasons whatsoever even in case the firm later reports to have misjudged the conditions of the contract.
13. Rates shall be quoted in the e-bidding portal.
14. It shall not be obligatory for the Company or its officer to accept the lowest tender. The authority for the acceptance of the tender will rest with the Company which does not bind itself to assign any reason for declining to consider any particular tender or tenders.
15. The tender offer should be valid positively. For acceptance for a period of three months from the date of opening otherwise liable for rejection.
16. Further information required (if any) can be had from the **O/o Executive Engineer (Jc) CSPDCL, Jagdalpur.**
17. The tender received after the due date and time shall not be accepted/opened.

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- 18. The Company reserves the right to accept/reject any tender without assigning any reason thereof.**
- 19. These conditions of tender shall form part of the contract and any breach of the terms of this notice shall be deemed to be a breach of the contract.**
- 20. All matters arising out of or any way connected with this contract shall be deemed to have arisen in Jagdalpur and only the Courts in Jagdalpur shall have jurisdiction to determine the same.**

**Superintending Engineer(JC)  
CSPDCL, Jagdalpur**

# **SPECIAL TERMS AND CONDITIONS**

Proposal is invited for availing the services of 01 No. Chartered Accountant (CA) on (outsourcing) basis for a period of financial year 2024-25 on open tender basis.

One no. chartered Accountant with experience of at least 2 years of post qualification working in a limited co. or having done internal audit for at least 2 years in any PSU, proficiency in computer application.

## **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 Sr. 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 mandays 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 Sr. Accounts Officer, for visit to Head Office at designed intervals. The candidates shall be provided office space and furnitures 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 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 Sr. Accounts Officer, to rectify the wrong entries observed as well proper accounting of entries.
  - (i) Scrutiny 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 etc. are deducted from bills. It is also to be scrutinized that service tax liabilities sales 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 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) Scrutiny of inter company transactions.
  - (viii) Reconciliation of imprest, temporary advances and RTA issued to divisions.

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- (ix) Reconciliation of staff loan advances.
- (x) Reconciliation of GPF deduction, remittances, receipt from GPF Trust and GPF loan part final and 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 SR.AO Jagdalpur/daily basis and submit limit for nightly 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 Sr. A.O. Jagdalpur

3. **SECURITY DEPOSIT:-** Security deposit @ 10% of bill value has be deducted from the monthly bill and shall be refundable after the completion of tenure.
4. **PERIOD OF ORDER:-** The period of this order shall be of 01 year or F.Y. 2024-25, which shall be started from the date of execution of agreement under this order.
5. **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, firm shall be terminated and SD shall be forfeited and action, deemed fit, shall be taken against the firm.
6. **PAYMENT:-** The payment will be made monthly on production of bills in quadruplicate along with the attendance sheet to Sr. Accounts Officer, the bill shall be raised at the end of each month.
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 on request as per rule.
8. **(A) GST TAX:-** You shall have to submit documentary evidence for Registration regarding GST 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.
9. **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.
10. **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.
11. **INCHARGE OF WORK:-** Sr. A.O./A.O. shall be the officer in charge. All formalities & further correspondence pertaining to the contract shall be made with the SR.AO Jagdalpur.
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 Jagdalpur (C.G.) only. To discuss any issue related to order the firm may contract with the concern SR.AO Jagdalpur.

Superintending Engineer(JC)  
CSPDCL, Jagdalpur

**PRICE BID**

**TENDER SPECIFICATION NO. 12-10/III/1295 Dtd. 11.07.2024  
DATE OF OPENING 02.08.2024 at 15.30 Hrs.**

**Name of work - Engagement of 01 No. Chartered Accountant (CA) on (outsourcing) basis for a period of financial year 2024-25.**

<b>SN</b>	<b>Particulars</b>	<b>Qty. (No.)</b>	<b>Rupees in figures &amp; words both Per month per month including all taxes and duties except GST Tax which shall be paid extra (Rs)</b>	<b>Period</b>
01	Engagement of 01 No. Chartered Accountant (CA) on (outsourcing) basis for a period of financial year 2024-25.	01 No.	<b>Submit Online</b>	01 Year or F.Y. 2024-25

**SIGNATURE**

**NAME OF PERSON  
SIGNING DOCUMENT  
NAME OF FIRM/  
CONTRACTOR  
ADDRESS**

- a) **OFFICE ADDRESS  
WITH Mob.No./Email**
- b) **HEAD OFFICE  
WITH Mob.No./Email**