

No.05-06/Taxation/

4234

Raipur, Dated:

28 JAN 2026

NOTICE INVITING TENDER

Sealed tenders are invited for appointment of CA for TDS return filing and allied activities region wise for 9 RAO's and their TAN's respectively for two years on contract.

Tender Specification No. _____

Name of Work: **-Appointment of CA for TDS return filing and allied activities region wise for 9 RAO's and their TAN's respectively for FY 2026-27 & FY-2027-28 on contract.**

Cost of Tender Document – Rs. 2,000/- (inclusive of GST @ 18%)

Amount of EMD-Rs.1800/-

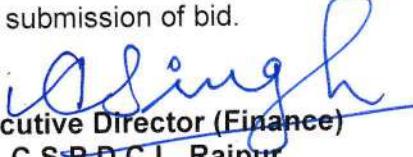
Mode of payment- The payment of Cost of tender document should be made through crossed Demand Draft in favour of "**ASSISTANT MANAGER, CAU, CSPDCL**", payable at Raipur.

Due dates relating to Tender:-

Particulars	Due Date	Time	Place
(i) Due date of obtaining "Tender Form for Empanelment/ Appointment of Direct Tax Consultant (CA)"	17/02/2026	17.00 Hrs.	O/o The Executive Director (Fin.) CSPDCL, Vid�ut Seva Bhawan, Danganiya, Raipur C.G 492013.
(ii) Due Date of submission of offer	Up to 18/02/2026	15.00 Hrs.	Note:- In case of change in due date, it shall be intimated on the website
(iii) Due date of opening of Part-I&II Bids	18/02/2026 at 15.30 Hrs		
(iv) Due date of opening of Part III Bid	To be notified separately		

Note:-In case due date for opening of bid happens to be a holiday, the due date shall automatically be shifted to the next working day, for which no separate intimation will be given.

The tender documents may be purchased from the O/o ED(Finance), CSPDCL, Ground Floor, Vid�ut Seva Bhawan, Danganiya Raipur (CG) 492013, on payment of non-refundable tender cost between 11.00 Hrs. to 17.00Hrs on all working days from tender publication date to 17/02/2026. Tender document can also be downloaded from our website link <http://cspc.co.in>. In case of downloaded tender document from the website, the bidder has to submit cost of tender document in form of crossed Demand Draft in Part I along with EMD at the time of submission of bid.


Executive Director (Finance)
C.S.P.D.C.L, Raipur

To,

Sub: - Tender for CA for TDS return filing region wise for 9 RAO's and their TAN's respectively for FY 2026-27 & FY-2027-28 on contract.

Timely filing of quarterly TDS returns and to smooth the process of filing of TDS returns CSPDCL is floating an open tender through e-bidding for inviting offers from reputed CA firms to execute the work on regional basis by firms having experience in Direct Tax matter of 05 years.

Accordingly, it is requested to submit your offer as per enclosed tender in 3 parts: -

Part – I Bid: Cost of tender document (if tender is downloaded) (in form of crossed Demand Draft).

Part –II Bid: Documents for Commercial terms & conditions.

Part- III Bid: Professional Fee in the format prescribed.

1. Please note that this tender shall be provided online as well as off-line. The bidder has to submit all documents in hard copy in three separate envelopes & envelopes should be super-scribed as Part-I(Cost of tender document & EMD), part-II Bid(Commercial terms & Conditions and PQR Documents) and Part III Bid(Professional Fee) respectively. All the three envelopes should be kept in one large envelope super-scribed as "**Offer for CA for TDS return filing region wise for 9 RAO's and their TAN's respectively for FY 2026-27 & FY-2027-28 on contract-Package No...**" and should be dropped in the tender box kept in O/o ED(Finance), CSPDCL, Ground Floor, Vidyut Seva Bhavan, Danganiya, Raipur(CG) – 492013 by ...18/02/2026 up to 15:00 Hrs.

2. In case, the lowest rate is quoted by more than one firm, then successful bidder among the lowest bidder shall be decided on the basis of lottery. Lottery drawn will be in the presence of authorised representative of the firms. After drawl of lottery no claim shall be entertained from any of the bidders.



A. Singh
Executive Director (Finance)
C.S.P.D.C.L, Raipur

Special Instructions to bidders for submission of bid through SAP- SRM module (e-bidding)

The tender specification no. is to be processed through e-bidding. The offer is to be submitted online mode through SAP-SRM module as well as offline (hard copy), as described below. Details of NIT & Tender Documents are available on our website – <http://www.cspc.co.in> & <http://ebidding> portal. The bidder may download the same from the above site. In e-bidding portal, tender documents will be displayed in online tender display at Technical RFx section.

Last date & time of submission of bid in hard copy and also in softcopy is 18/02/2026 upto 15.00 hrs and due date & time of opening of part –I and part-II of the tender is 18/02/2026 at 15.30 hrs.

Important Instructions: -

1. Please note that this tender shall be processed online as well as offline. The bidder has to submit all the documents in hard copy as per tender specifications in three envelopes. Besides above, scanned copy of following documents are to be uploaded in e-bidding portal: -
 - (a) The scanned copy of DD for tender fee.
 - (b) The scanned copy of DD for EMD.

It may please be noted that only above mentioned documents are to be uploaded in e-bidding portal and no other document is required to be submitted in e-bidding portal. The bidder shall give reply to following questions regarding above documents in e-bidding portal:-
Whether scanned copy of tender fee DD uploaded. Yes/No
Whether scanned copy of DD of EMD uploaded. Yes/No

2. It is not required to upload /attach scanned copy of price bid in Soft/ Hard copy. Only the rates are to be filled in the item tab in e-bid in SAP SRM System (online e-tender). Rates should be quoted online & in specified fields only. Once the rates are filled, the bidders may change their rates up to the due date and time of submission of tender. After due date and time, no change on any ground whatsoever will be accepted.
3. After scrutiny of techno-commercial bid, the price bid will be opened in e-bidding system only of eligible bidders for which suitable advance intimation will be given to the bidders offline and/or through email.
4. Please note that e-mail is system generated, hence bidders are advised to regularly check their inbox/junk mail box.
5. CSPDCL shall not assume any responsibility for technical issues like non-supporting of system, internet, line & associated hardware & software for bidding their tender. No extension in time shall be granted on such grounds. The bidder is advised to submit their bid well before submission deadline to avoid any system related problem. It is strongly recommended not to wait for submission of bid in last minutes as internet/technical problem may disrupt their works.
6. Reference time for submission deadline shall be the time displayed in the portal and shall be treated as final.
7. After end of submission deadline, no alteration in the tender will be allowed by the system. However, in case of extension of due date of opening of tender, the bidders will be allowed to submit revised bid in the system, if any.
8. CSPDCL will not accept incomplete bid.

9. The bidder must have a valid Digital Signature & SAP SRM User ID. User ID & Password from CSPDCL, and Digital Signing Certificate and Digital Encryption Certificate from any recognized digital signature issuing authority are required for participation in any e-tender. The bidder must ensure reliability of digital signature issuing authority. For User ID and Password for participating in the tender, the bidder shall register online through e-bidding portal.

10. The e-bidding vendor user manual is displayed on website <http://ebidding.cspcl.co.in:50700/irj/portal> for the help of the bidders. For any further queries the bidder may contact at Helpline no. 0771-2576672/73 (EITC, CSPDCL, and Raipur)

11. The training for bidders is generally available on every Wednesday from 3.00 pm to 5.00 pm at office premises of Energy Info Tech Center (EITC) at Dangania, Raipur.

12. Tender shall be opened on the scheduled date & time as notified. If the due date of opening/submission of tender documents is declared a holiday by the Govt. or local administration, it will be automatically shifted to next working day for which no prior intimation shall be given. Tender opening shall be continued on subsequent days, in case the opening of all tenders is not completed on due date because of the technical constraints of system on the day of opening. It may be noted that the due date of opening/time may be revised/ extended if desired by CSPDCL without assigning any reason. However, intimation shall be available on company's tender portal/bidders email (if participation shown). The bidders are requested to keep track of the same.

13. Amendment in tender specification, if any, will be published on our website as well as in SRM system and the intimation regarding amendment in date extension will be conveyed through system generated e-mail to registered bidders only.

14. Before participating the bidder shall carefully read all the instructions and processes.

15. Tender duly completed in all respects will be accepted online up to due date & time and will be opened on the due date at specified time in the presence of tenderers or their authorized representatives. In case of authorized representative(s) they shall bring the original authorization letter with their signature attested by the tenderer.



A. Singh
Executive Director (Finance)
C.S.P.D.C.L, Raipur

General and Commercial Terms and Conditions of the Tender

1. Due date relating to the bidding:

Particulars	Due Date	Time	Place
(i) Due date of obtaining "Tender Form for Appointment of CA for TDS return filing and allied activities region wise for 9 RAO's and their TAN's respectively for FY 2026-27 & FY-2027-28 on contract	17/02/2026	17.00 Hrs.	O/o ED (Fin.) CSPDCL, Vidyut Seva Bhawan, Danganiya, Raipur C.G 492013. Note:- In case of change in due date, it shall be intimated in the website of CSPDCL
(ii) Due Date of Submission of Offer	Up to 18/02/2026	15.00 Hrs.	
(iii) Due date of opening of Part-I&II Bids	18/02/2026	at 15.30 Hrs	
(iv) Due date of opening of Part III Bid	To be notified separately		

Note:- In case due date for opening of bid happens to be a holiday, the due date shall automatically be shifted to the next working day, for which no separate intimation will be given.

The bidders may bid for work of TDS return filing under only one package covered under the tender as mentioned below:

SI No.	REGION	No. of TAN's	PACKAGE
1	AMBIKAPUR	26	I
2	BILASPUR	23	II
3	RAIGARH	16	III
4	DURG	21	IV
5	JAGDALPUR	20	V
6	RAIPUR-I	24	VI
7	RAIPUR-II	26	VII
8	RAJNANDGAON	16	VIII
9	CAU	12	IX
	TOTAL	184	

CSPDCL reserves the right to accept/reject any or all the offers without assigning any reason thereof.

2. Introduction and background of CSPDCL

Chhattisgarh State Power Distribution Company Limited, with its Head Office at Vidyut Sewa Bhawan, Danganiya, Raipur, State- Chhattisgarh is a State Power Distribution Company incorporated under the provisions of the Companies Act, 2013 and is Government of Chhattisgarh Undertaking. CSPDCL is engaged in distribution and retail supply of electricity to its consumers & maintenance of distribution network.

3. Work of the Company includes:

- Distribution of electricity to LT/HT consumers and Sale of surplus power out of state.
- Compliance of requirements provided under provisions, regulations, notifications, clarification, etc issued by Chhattisgarh State Electricity Regulatory Commission (CSERC).
- Operation and Maintenance of distribution system.
- Billing to LT/HT consumers and collection of revenue from LT/HT consumers.
- Capital investment for improvement and capacity enhancement of distribution system.
- Implementation of various schemes of Central and State Government such as RDSS.

The Accounting structure of CSPDCL:

CSPDCL has 9 accounting units situated throughout the state of Chhattisgarh and accounting works are being done at these Regional Accounting Offices (RAOs) as under:

- i) RAO Ambikapur
- ii) RAO Bilaspur
- iii) RAO Raigarh
- iv) RAO Durg
- v) RAO Jagdalpur
- vi) RAO Raipur-I
- vii) RAO Raipur-II
- viii) RAO Rajnandgaon
- ix) CAU Danganiya, Raipur

Further separate accounts of loans, interest thereon, equity, government grant, etc are kept at ED (Finance) office (Head Office). Consolidation of accounts of Regional Accounting Units of CSPDCL is done at Head Office, Raipur.

4. Scope of work under this tender

Quarterly TDS return filing for TAN's of 09 regions (Total 184TAN's) of CSPDCL and other allied activities separately for each region.

a) Compliance for returns:

- i) Timely preparation and filing/revision of TDS return/forms pertaining as per Income Tax Act and Rules and provide guidance/advice on matters relating to Income Tax and other related subject periodically.
- ii) Calculation of tax liability before year end and Verification of annual statements for issue of Form-16 as submitted by DDO's and providing one hard copy of Form-16.
- iii) Frame replies to the letter/ order/ notices/ any other document, if any, raised by Income Tax Department or any other Authority in respect of Income Tax and any return or information to be filed/submitted by the Company, whenever necessary.
- iv) Review and suggest steps for overall improvement in regulatory compliance, if considered necessary.

b) Audit/Appeals/Assessment proceedings:

- i) Representing the company / attend hearing proceedings before Income Tax authorities related to TDS return filing.

c) Miscellaneous:

- i) Preparing schedules / statements as required for Tax Audit (providing consolidated files, justification reports etc.)

The above list is inclusive and not exhaustive i.e. Terms of reference shall include providing professional assistance for all activities required for due diligence with applicable Income Tax Rules and Provisions

5. Conducting the work:

a) All concerned offices/DDO's shall provide necessary co-ordination to the firm for conducting the work including submission of information for return filing and annual statements for issue of Form-16. RAO's will be coordinating with the Divisions for providing timely and correct information for timely filing of TDS returns and replies for notices. Further DDO's shall ensure to provide correct information for filing of returns and in case of revision reasons for revision/errors must be recorded in written by the DDO before revision.

6. Pre-Bid Submission clarification:

(a) Pre-bid submission clarification, if needed on any point of this enquiry or others related to this enquiry may be got clarified during office hour at phone number 0771-2576601.

(b) CSPDCL, at its sole discretion, reserves the right to respond to clarification raised by Applicants. No response to a clarification request shall be construed for amending enquiry Document.

7. Submission of offer:

The bid should be submitted in three separate envelopes & envelopes should be super-scribed as "**Part-I Bid (EMD), Part-II Bid (Commercial terms & conditions and PQR documents) and Part III Bid (Professional Fee)**".

All the three envelopes should be kept in one large envelope super-scribed as "**Offer for appointment of CA for TDS return filing region wise for 9 RAO's and their TAN's respectively for FY 2026-27 & FY-2027-28 on contract –Package No....**" and should be dropped up to ..18/02/2026 (15.00 Hrs.) in the tender box kept at **O/o ED (Finance),CSPDCL, Ground Floor, Danganiya Raipur (CG)-492013.**

Detailed contents of each envelop is as under:-

(a) **Part-I** Cost of tender in the form of crossed Demand Draft drawn in favour of "**Assistant Manager, CAU, CSPDCL**" payable at Raipur needs to be submitted through Part-I Bid. In absence of Tender fee, Part-II & III bid shall not be opened, In case bidder has downloaded bidding document from the website, a DD of Rs 2,000/- (inclusive of GST @18%) towards cost of tender document and D.D. for EMD amounting to Rs.1800/- should also be submitted in Part-I.

(b) **Part-II** bid should consist of –Appendix I,II and IV and tender document (General and commercial terms & conditions of the tender and other terms & conditions specified) signed with seal on each and every page.

(c) **Part-III** bid shall contain only Appendix-II filled in and signed by the authorised signatory of the CA firm. The firm shall quote fixed professional fee including all expenses but excluding GST in column "C" of table in Appendix-III. GST shall be paid extra.

On due date of opening, the envelope containing Part III bid of only those CA firms shall be opened who are found eligible as per the eligibility criteria.

8. Earnest Money Deposit:

I. The Earnest money deposit against this tender is **Rs. 1800/- (Rs One thousand-eight hundred)** only which shall be deposited in Demand Draft form. Tenders without Earnest money shall be summarily rejected.

II. Refund of Earnest Money, to unsuccessful Bidders - EMD shall be returned to the unsuccessful tenderers, within 30 days of award of contract under the tender. **No interest shall be paid on EMD amount.**

III. Refund of Earnest Money to successful bidder: EMD of bidders on whom the order has been placed, shall be returned on acceptance of security deposit. No Interest shall be paid on EMD amount. On request of successful bidder EMD amount deposited may be adjusted in Security Deposit amount. **Earnest Money Deposit (EMD) shall not be refunded to bidder who withdraws offer at any stage or does not accept order placed by this office on the mutually agreed terms and condition during validity of the offer.**

9. Security Deposit:

Within 7 days of receipt of this order, the selected bidder shall be required to deposit an amount equivalent to 10% (Ten percent) of the contract value for the first year period towards Security Deposit in the form of Demand Draft or TDR/STDR in favour of "**ASSISTANT MANAGER, CAU, CSPDCL**", payable at Raipur. Security Deposit shall be retained till faithful performance of terms & conditions of the order & settlement of liability, if any. No interest on security deposit amount shall be payable by the company. The security amount shall be forfeited, if the contractor fails to execute the work as per terms & condition of the order

10. Telex/Fax/Telegraphic bid:

Bid submitted through Telex/Fax/Telegraphic mode will not be considered under any circumstances.

11. Deviations from terms and conditions and conditional bid:

Offer with deviation in commercial terms & conditions like payment term, validity etc. shall not be accepted.

12. Incomplete Bids/errors/ambiguities in bid:

- (a) Incomplete or obscure tender is liable for rejection.
- (b) Fee should be quoted in both figures and words. In case of ambiguity between fee in figures and words, fee quoted in words shall be considered for evaluation.
- (c) In case of ambiguities or self-contradictory terms/conditions mentioned in the bid, interpretations as may be in the interest of CSPDCL may be taken without any reference to the CA firm.

13. Delayed/Late Bids:

CSPDCL shall not assume any responsibility for any postal delays either for the late receipt of the documents by the CA professional firm or late receipt of the offer by CSPDCL. Extension in time for submission of the bid shall not be granted in any case.

14. Amendment in Bidding Document:

At any time prior to the deadline for submission of Bids, CSPDCL may, for any reason, whether at its own initiative or in response to a clarification required by a prospective bidder, modify the bidding documents by amendment(s). The amendment will be notified in writing or by Fax/E-mail

to all prospective Bidders, who have purchased the bidding documents at the address contained in the letter of request for issue of bidding document. The amendment shall also be uploaded on the website of the company. CSPDCL shall bear no responsibility or liability arising out of non-receipt of the same in time or otherwise. In order to afford prospective bidder reasonable time to take the amendment into account in preparing their bids, CSPDCL may, at its discretion, extend the deadline for the submission of bids. Such amendments, clarification etc. shall be binding on bidders and will be given due consideration by the bidder while they submit their bids and invariably enclose such documents as part of the bid.

15. Pre-Qualification Criteria Requirements (PQR)

The bidder shall fulfil the following criteria in order to be eligible for award of contract under the instant tender. The bidder shall submit documents for the verification of qualification as mentioned in **Appendix I** against each criterion:-

- (i) The CA firm should have its registered head office in the participating region i.e. Ambikapur, Bilaspur, Raigarh, Durg, Rajnandgaon, Jagdalpur, Raipur for CAU and RAO-I & RAO-II Raipur, Chhattisgarh. (Details may be furnished for office such as complete address, phone numbers and officer in charge and staff in each office). e.g. A bidder firm applying under package I should have its registered office in Ambikapur and so on.
- (ii) The CA firm should have minimum experience of Five (05) years as on 31.03.2025 To count the experience of firm the certificate of practice (CoP) of senior partner, in case of partnership firm, and CoP of proprietor, in case of proprietorship firm shall be considered. (Copy of the (CoP) is required to be submitted)
- (iii) The CA firm should have atleast one fellow CA having post qualification experience in Direct Tax matter for atleast 05 years.
- (iv) The CA firm should have minimum average annual professional receipts during last three financial years (2022-23, 2023-24, 2024-25) of Rs. 5,00,000/- (Rs. Five lakhs only). The firm should furnish details alongwith copies of audited/certified balance sheet and profit and loss account, in format at appendix-II.
- (v) There should be no legal suit/criminal case pending or contemplated against CA firm on the ground of moral turpitude or for violation of any law in force (An undertaking from the firm is required)

NOTE: - Relevant documentary proofs (as mentioned in Appendix-I) in respect of all the above requirements need to be submitted along with the Part-II offer – “**Qualifying Bid**” in Appendix-I. Without sufficient documentary proof about above qualifying criteria, Part-III offer- “**Professional Fee Bid**” shall not be opened.

16. Professional Fee:

a) **Minimum fees:** The minimum fees per TAN for preparation and filing of return will be as under:

No.of Entries	Minimum Fees
Upto 50 entries	Rs.20 per entry
51 & more entries	Rs.3 per entry

- **Minimum of Rs.1000 to be paid per TAN even if number of entries is less than 50.(Excluding GST and NSDL charges to be paid separately)**

The firm shall quote Professional fee in Appendix III. The fee shall be including all expenses but excluding GST and NSDL charges in column "E" of table in Appendix-III. GST shall be paid extra. No additional TA/DA and boarding/ lodging expense shall be paid extra in any circumstances. Further fees in case of revision of TDS returns shall be paid once at the rate of Rs.500 per return per quarter and no fees for further revision, if any, shall not be payable. **In case of increase in the No. of TAN's in any region the filling returns for the same shall be done by L-1 bidder for the region on the rates as for existing TAN's.**

In case of more than one L1 bidder, the eligible bidder shall be decided based on the following tie breaker criteria to be applied sequentially till the break of tie.

- (i) **Experience of Firm**:- Firm having more experience based on date of registration shall be preferred .
- (ii) **Number of Partners**:- Firm having more no. of Partners shall be preferred.
- (iii) **Professional receipt**:- Firm Having more average annual professional receipts (during last 3 years i.e. FY2022-23 to 2024-25) shall be preferred.

17. Award criteria: -

L1 bidder shall be decided based on the lowest total fee arrived by considering the individual quoted fee (column "E" of table in Appendix-III) and value in case of number of entries is more than 51 with weightage assigned (column "C" of table in Appendix-III). Successful bidder will be informed by post or through Fax.

18. Validity of offer:

The offer shall be valid for acceptance for a period of 90 days from the last date of submission of bids.

19. Disqualification:

CSPDCL may, at its sole discretion, and at any time during the evaluation process, disqualify any Applicant, if the Applicant has:

- i. Submitted the Proposal after the response deadline;
- ii. Made misleading or false representation in the forms, statements and attachments submitted as proof of the eligibility requirements;
- iii. Exhibited a record of poor performance such as abandoning works, not properly completing the, inordinately delaying completion, being involved in litigation, or financial failures, etc.;
- iv. Submitted a proposal which is not accompanied by required documentation or is non-responsive;
- v. Failed to provide clarifications related thereto, when sought;
- vi. Submitted more than one Proposal. This will cause disqualification of all the Proposals submitted by such Applicant.
- vii. Penalized for any disciplinary proceedings and any disciplinary proceedings should be pending against them as on the date of application.
- viii. Blacklisted/debarred anytime during last 3 years ending 31st March 2025 from participations in a tender floated by any central/state PSU / Government undertaking.

20. Signing of contract agreement and completion of formalities:

- (a) Successful applicant shall be required to sign contract with CSPDCL, on non-judicial stamp paper of Rs 250/- within fifteen days of receipt of order. Cost of stamp paper and revenue stamp to be affixed on contract agreement shall be borne by the applicant. Company shall not reimburse these costs.
- (b) Failure of the successful applicant to sign the contract within the stipulated time period shall constitute sufficient grounds for the annulment of the award, in which event CSPDCL may blacklist the bidder and make the award to another applicant or call for fresh bids.

21. Subletting of work

The awarded CA firm shall not sublet the work. In case, the firm sublets whole or any part of the work ordered, the contract may be terminated and action deemed fit may be taken against the firm.

22. Payment terms of professional fees

- a) No advance professional fee shall be paid.
- b) After quarterly filing of returns, submission of report within 10 days of filing for TAN's of region (including details of timely filing, errors pending if any, and interest or penalty outstanding in TAN's of respective regions) is to be done to ED(Fin), CSPDCL, Raipur and concerned regional RAO.
- c) 100% of total professional fee shall be paid generally within 30 days of submission & acceptance of report by ED(Finance), Raipur and Bill in triplicate after completion of work to the Regional RAOs. The copy of registration certificate for GST shall be submitted along with bill. The tax shall be deducted at source as per prevailing rules.

23. Extension of Order:

CSPDCL reserves the right to place on order for extension of contract on the same rates, terms and conditions for a further period of one year, subject to satisfactory performance of the professional firm during previous periods.

24. Cancellation of Order:

CSPDCL may upon written notice of default, terminate contract in the circumstances detailed hereunder:-

- (a) If in the opinion of CSPDCL, the CA firm fails to perform the work within the time specified or during the period for which the CSPDCL has granted extension, if any.
- (b) If in the opinion of CSPDCL, the CA firm fails to comply with any of the provisions of this contract. In such case, a written notice shall be served by CSPDCL to the professional firm to stop further activities and take urgent steps towards corrective measures, failing which the order will be cancelled.
- (c) In the event of such termination, CSPDCL may exercise its discretionary powers to award the work to other CA firm after giving due notice to the professional firm of account, and at the risk and cost of CA firm.
- (d) The performance of the firm shall be reviewed periodically and for any unsatisfactory performance the company reserves the rights to terminate the services giving a notice of 15 days to the firm.
- (e) Notwithstanding the provisions of the Clauses (a), (b), (c) and (d) as mentioned above, CSPDCL reserves all rights, not to give any reason in writing or otherwise, towards cancellation of the contract at any time.

(f) The decision of the CSPDCL shall be final regarding the acceptability of the repost submitted by the CA firm and the concerned company shall not be required to give any reason in writing or otherwise at any time towards rejection of same.

25. Confidentiality:

The awarded firm shall keep all information/documents/facts of CSPDCL confidential and not use them for the purpose other than that required under this tender/assignment.

26. Force Majeure:

Any cause that is beyond the reasonable control of the CA firm or CSPDCL shall be force majeure condition. The cause of the force majeure condition will be taken into consideration only if tendered within 15 days from the occurrence of such delay. CSPDCL shall verify the facts and grant such extension as the facts justify. For extension due to force majeure conditions the CA firm shall submit its representation along with documentary evidence for scrutiny by the CSPDCL and decision of the CSPDCL in this regard shall be final and binding.

27. Officer in charge

The AGM (F&A) – IV, O/o ED (Finance), CSPDCL shall be the officer-in-charge. Any guidelines required during execution of work may be taken with Officer-In-Charge whose contact no. is 0771-2576601.

28. Jurisdiction:

Any dispute or difference, arising under, out of, or about this work order shall be subject to exclusive jurisdiction of the competent court at Raipur (CG) only.



Executive Director (Finance)
C.S.P.D.C.L, RAIPUR

Information/Documents required to be submitted by the bidder to verify Qualifying Criteria

SL. No.	Qualification Criteria	Documents required
1.	The CA firm should have its registered head office in the participating region i.e. Ambikapur, Bilaspur, Raigarh, Durg, Rajnandgaon, Jagdalpur, Raipur for CAU and RAO-I & RAO-II Raipur, Chhattisgarh. (Details may be furnished for office such as complete address, phone numbers and officer in charge and staff in each office).	Details of Head office in the participating region of Chhattisgarh such as postal address, Tel. no., officer-in-charge and staff in each office may be furnished.
2.	The CA firm should have minimum experience of Five (05) years as on 31.03.2025	Firm registration certificate, CoP of senior partner in case of partnership firm and CoP of proprietor in case of proprietorship firm required. [To count the experience of firm the certificate of practice (CoP) of senior partner, in case of partnership firm, and CoP of proprietor, in case of proprietorship firm shall be considered. (Copy of the (CoP) is required to be submitted)]
3.	The CA firm should have one fellow CA having post qualification experience in Direct Tax matter for atleast 05 years.	Constitution certificate from ICAI along with details of partners, their qualification date from which associated with the firm along with their curriculum vitae.
4	The CA firm should have minimum average annual professional receipts during last three financial years (2022-23, 2023-24, 2024-25) of Rs. 5,00,000/- (Rs. Five lakhs only).	The firm should furnish details in Appendix-II along with copies of audited (if required to be audited as per any Act) / self-certified (if not required to be audited as per any Act) balance sheet and profit and loss account.
5	There should be no legal suit/criminal case pending or contemplated against CA firm on the ground of moral turpitude or for violation of any law in force (An undertaking from the firm is required).	The firm should give undertaking in Appendix-IV

NOTE: - Relevant documentary proofs in respect of all the above requirements need to be submitted. Without sufficient documentary proof about above qualifying criteria, Part-III offer-“Professional Fee Bid” shall not be opened.

Financial Details (As per enclosed Audited/self certified Annual Account)

Please enclose copies of Audited / self certified Annual Account of last three years.

Financial Year	Professional Receipt (Amt-Rs in Lac)	Document to be submitted verification
2022-23		Audited/self certified Annual Account
2023-24		Audited/self certified Annual Account
2024-25		Audited/self certified Annual Account

Note: As per PQR clause- 13(IV)- The Firm should have minimum average annual Professional receipts of Rs 5,00,000 (Rupees Five lakhs only) during previous three financial years i.e. FY 2022-23, 2023-24, 2024-25; (Copy of audited / self-certified annual account to be submitted along with this Appendix).

Authorised Signatory

Name & Title of Signatory

Name of Applicant:

Address:

**PROFESSIONAL FEE FOR TDS RETURN FILLING AND ALIED ACTIVITIES REGION WISE FOR 09
RAO'S AND THEIR TAN'S RESPECTIVELY FOR FY 2026-27 & FY-2027-28 ON CONTRACT –
PACKAGE No.....**

(FORMAT FOR SUBMISSION WITH PART-III PRICE BID)

SL. NO.	Particulars	Weight -age %	Professional fee (excluding GST) (In Rs.)	
			(D)	(E)
(A)	(B)	(C)	No.of Entries	Rate
1	Preparation and filing of TDS return.(24Q,26Q ,27EQ)	60% 30%	0-50	
			51 and above	
2.	Replying to notices for demand and appearing before the Income Tax Authorities or TDS-CPC.	10%	Fees per quarter per notice.	
3.	Total	100%		

- Rate quote in column "E" for 0-50 entries shall be lumpsum fees which shall not be less than Rs.1000 in any case.(Excluding GST and NSDL charges to be paid separately)
- Rate quote in column "E" for 51 and above entries shall be **fees per entry**. The value for this category will be arrived by multiplying per entry fees*no of tan's in region*4 quarters.
- Rate quote in column "E" for replying to notices and appearing before Income Tax Authorities or TDS-CPC shall be lumpsum.

Note: 1) No separate payment for issue of Form-16(including one hard copy to be provided).
2) No separate payment for letters from IT Department seeking information related to short payment or any other details.

**Signature of authorized representative
Seal**

UNDERTAKING

We undertake that there is no legal suit/criminal case is pending or contemplated against our firm on the ground of moral turpitude or for violation of any law in force.

Signature of authorized representative
Seal