

CHHATTISGARH STATE POWER DISTRIBUTION COMPANY LTD.
CHIEF ENGINEER (RCR), CSPDCL, Raipur

TENDER SPECIFICATION

(a) **Tender No. :-** Tender specification No. 10-01/Pur/E-Tender/2020 DT. 10.08.2026

(b) **Description:** - Tender for engagement of 01 Nos. Chartered Accountant (CA)
for The O/o Sr. A.O.-I CSPDCL, Gudhiyari, Raipur.

(a) **Due date and time of**
Purchase of tender document: - **02.09.2026** Upto 14:30 Hrs

(b) **Due date and time for submission**
of tender document :- **02.09.2026** Up to 15.00Hrs

(e) **Date of Opening:-** The tenders shall be opened at **15:30** hrs on dated
02.09.2026 in the presence of tenderers who desires to be present at this time.

(f) **Issued To:-**

M/s.....
Chartered Accountants,
.....

Dear Sir,

Proposal is invited for availing the services of 01 No (one) Chartered Accountant (CA)
on (outsourcing) basis for a period of one year on open tender basis for the O/o Sr. A.O.-I
Raipur.

The tenderer is requested to pay the tender fee and required EMD online well before the
due date for avoiding complication in network/system. As the tender will not be opened, if the
tender fee and EMD payment reference is not shown in system and CSPDCL will not take any
responsibility for delay due to network/system so please ensure early submission.

SUPERINTENDING ENGINEER
O/o CE (RCR) CSPDCL,
RAIPUR.

छत्तीसगढ़ स्टेट पावर डिस्ट्रीब्यूशन कंपनी लिमिटेड

कार्या.-मुख्य अभियंता (रा.श.क्षे.)

गुढ़ियारी, रायपुर - 492010

(दूरभाष - 0771-2574705, टेलीफैक्स-0771-2593403)

क्र. - 10-01/Pur/Tender/2020

रायपुर दि०- 10.08.2026

प्रति,

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ई-निविदा आमंत्रण सूचना

छत्तीसगढ़ राज्य विद्युत कंपनी के **O/o Sr. A.O.-I CSPDCL, Raipur** हेतु इस कार्यालय के निविदा क्र०. 2020 दिनांक 10.08.2026 (**RFx No. 8100053638**) के तहत चार्टर्ड एकाउन्टेन्ट के अस्थाई अल्पकालीन अनुबंध हेतु मुहरबंद निविदाएं आमंत्रित की जाती है।

क्र०	कार्य का नाम	संख्या	निविदा का मूल्य	बयाना राशि
1	चार्टर्ड एकाउन्टेन्ट अनुबंध हेतु	01 Nos.	₹.2000/- वापसी योग्य नहीं	₹. 5500.00 वापसी योग्य
अ	निविदा जमा करने की तिथि व समय		02.09.2026	15.00 PM तक
ब	निविदा खोलने की तिथि व समय		02.09.2026	15.30 PM तक
	नियम व शर्तें			
1	इच्छुक विक्रेता उपरोक्त निविदा का क्रय, मुख्य अभियंता (रा.श.क्षे.) से उपरोक्त तिथि तक प्राप्त कर सकते हैं। महाप्रबंधक (मा.सं.) छ.ग.स्टे.पॉ.डिस्ट्री.कं.लिमि. रायपुर के परिपत्र क्रमांक 02-11/निविदा/3985 रायपुर दिनांक 14.10.2022 के अनुसार निविदा मूल्य ₹0 2000/- जो वरिष्ठ लेखाधिकारी-1, छत्तीसगढ़ स्टेट पावर डिस्ट्रीब्यूशन कंपनी लिमिटेड., रायपुर को आनलाईन देय होगा एवं अमानत राशि भी आन लाईन देय होगा।			
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।			
4	निविदा उपरोक्त नियत तिथि व समय में निविदाकार या उनके अधिकृत प्रतिनिधियों के समक्ष खोली जाएगी।			
5	प्रतिनिधियों को अपना अधिकृत प्रमाण पत्र निविदा खोलने के पूर्व जमा करना आवश्यक है, अन्यथा निविदा खोलते समय वे कक्ष में उपस्थित नहीं रह सकेंगे।			
6	कार्य एवं निविदाकारों की अर्हता हेतु विस्तृत शर्तें निविदा प्रपत्र में उल्लेखित हैं			
	मुख्य अभियंता (रा.श.क्षे.) छ.स्टेट.पॉ.डि.क.लि., रायपुर			
	बिजली की बचत ही बिजली का उत्पादन है			

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 RAO-I 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, Saturday, Sunday 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 the 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 all be arranged by you for which no extra payment shall be made.

2. **Deliverable:** -

The firm providing the candidates/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 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, GST, TCS etc. are deducted from bills. It is also to be scrutinized that GST/service tax liabilities sales tax/vat tax/commercial tax collected from consumers/vendors are properly recognized and accounted for.
- (iii) 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) 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) Reconciliation of imprest, temporary advance and RTA issued to divisions.
- (viii) Reconciliation of staff loan and advances.
- (ix) Reconciliation of GPF deduction, remittances, receipt from GPF Trust and GPF loan part final and final payment to staff.
- (x) Reconciliation of New Contributory Pension fund deduction and remittances.
- (xi) Scrutiny of trial balances of the business area.
- (xii) 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 report fortnightly report to Head Office regularly, Further the overall control will be of Head Office and he will be required to follow the instruction of officer in charge who would be Manager Accounts, O/o GM (F&A).

3. 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.

4. Security Deposit: -

Security deposit @ 10% of bill value shall be deducted from the monthly bill and shall be refundable after the completion of tenure.

5. Period of Order :-

The period of this order shall be of 01 year which shall be started from the date of engagement of CA / execution of agreement under this order.

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. - I /A.O. The bill shall be raised at the end of each month. The payment will normally be released within 30 days from the date of submission of bills, however no interest will be admissible in case of delay in payment due to procedural hurdles.

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 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.

11. **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, which should be binding on the service provider.

12. **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.

13. **In-charge of work**: -

Sr. A.O.-I shall be the officer in charge. All formalities & further correspondence pertaining to the contract shall be made with the Sr. A.O.-I

14. **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 Raipur (C.G.) only. To discuss any issue related to order the firm may contact with the concern RAO.

15. **Submission of Tender** :-

Contract work will be awarded to respective lowest bidder. The Tenderer shall not be allowed to sublet/subcontract the contract to any other tenderer. The Tender completed in all respects should submit in E-bidding on or before **02.09.2026** upto **03:00 P.M.** No tender will be accepted after due date & time mentioned above. Tender fees and EMD should be pay online through E-bidding. The tender will be opened in the office of the undersigned on the aforesaid date and time. The undersigned may reserve the right to cancel/reject any one or all the tenders without assigning any reason whatsoever. In the event of date specified for the tender bid submission and opening date being declared as a holiday for submission of bid and opening bid will be next working day at the same time. Tender will be finalized on lowest rate basis. All tender correspondence should be made either in Hindi or English only. The CSPDCL may revise or amend the specifications of tender prior to the date notified for opening of tender. Such revision/amendment, if any, will be communicated to all the tenderers as amendment to the invitation of tender through official website of CSPDCL.

1. The process flow of tender must be as followed.
2. The Tenderer should pay online Tender cost & EMD

3. The Tenderer should submit 'Tehno Commercial Bid' online
4. All the documents containing Technical Bid and Price Bid must be uploaded through E-bidding in E-bidding site, **e-bidding** <http://wwwfw.cspdcl.co.in->cerr> department and <http://www.cspcl.co.in->ebidding> portal.

First, all the documents pertaining to Technical Bid in order form. If they are found in order, Technical bid will be accepted of the respective bidders and 'Price Bid' of the accepted bidders will be opened and seen only after verifying the online paid 'Cost of Tender Money' and 'EMD'. As per the online process, L1 bidder will be awarded the contract and will be intimated through an email immediately. Similarly, all the bidders whose bid was found not to be in order will be intimated separately through an email immediately.

Each page of tender documents and enclosures shall be signed by the tenderer with seal of the firm. Tender being submitted must be signed by a person who is duly authorized by the firm. Certified copies of authorization or copy of the Power of Attorney shall be uploaded. Any other information/ details/clarification is required in pre-qualification requirement then the undersigned may be contacted on any working day within the office hours, before uploading of the bid.

**CHIEF ENGINEER (RCR)
CSPDCL, RAIPUR**

TENDER SPECIFICATION NO. 10-01/Tender/CA/2020 dated 10.08.2026

DATE OF OPENING – 02.09.2026 at 15.30 Hrs.

Name of work -Engagement of Chartered Accountant (CA) for O/o Sr. Accounts Officer-I, CSPDCL, Raipur

SN	Particulars	Qty. (nos.)	Rate per month (Price Bid)	Period
01	Service of Chartered Accountant (CA) on outsourcing basis	1 No.	Price bid has to be submitted on web site of http://www.cspdcl.co.in . The copy of the price bid should not be (Scanned), only rates are to be filed in item tab in e-bid in SAP-ERM (Online Tender).	12 months

Note:- GST, If Applicable, Shall be paid extra as per actuals.

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.

UNDERTAKING

I/We Proprietor/Partner of (name of firm)
..... here undertake that in case lowest rate is quoted by
more than one firm then I/We shall have no objection in deciding successful bidder among the lowest
bidders on the basis of lottery. Once the successful bidder is determined through lottery. I/We will
honour the same and not lodge any claim on any matter in respect of his tender.

	Signature of tenderer
Place :	Name (in full)
Date :	Status in the firm
	Seal of the firm

CHHATTISHGARH STATE POWER DISTRIBUTION COMPANY LTD.

(A Government of Chhattisgarh Undertaking) (A Successor Company of CSEB)

CIN-U40108CT2003SGC015822, GST Number of CSPDCL -22AADCC6047K1ZR.

Office of the CHIEF ENGINEER (RCR) CSPDCL, Email ID ed.rr@cspc.co.in

Website : www.cspdcl.co.in

Email ID : ed.rr@cspc.co.in

NIT No.10-01/ Pur/TR/2020

Raipur Dt. **10.08.2026**, Due Dt. **02.09.2026**

EMD of Rs. 5,500/- (Rs. Five Thousand Five Hundred only) for Hiring of 01 Nos. Chartered Accountant (CA) under O/o Sr.A.O.-I CSPDCL, Raipur is to be deposited by Chartered Accountant firm through online mode.

Contractor Signature & Seal

CHHATTISHGARH STATE POWER DISTRIBUTION COMPANY LTD.**(A Government of Chhattisgarh Undertaking) (A Successor Company of CSEB)****CIN-U40108CT2003SGC015822, GST Number of CSPDCL -22AADCC6047K1ZR.****Office of the CHIEF ENGINEER (RCR) CSPDCL, Email ID ed.rr@cspc.co.in**Website : www.cspdcl.co.inEmail ID : ed.rr@cspc.co.in

NIT No.10-01/ Pur/CA/2020

Raipur Dt. 10.08.2026

Required documents :-

1. CA Certificate.
2. Chartered Accountant having experience of at least 03 year of post qualification working in a limited company or having done internal audit in any PSU, Finalization of accounts of a limited company, Bank reconciliation of large entity and proficiency in computer application (Preferable in ERP).

Contractor Signature & Seal

छत्तीसगढ़ स्टेट पॉवर डिस्ट्रीब्यूशन कंपनी लिमिटेड
कार्या.-मुख्य अभियंता (रा.श.क्षे.)

गुड़ियारी, रायपुर - 492010
(दूरभाष - 0771-2574705, टेलीफैक्स-0771-2593403)

क्र. - 10-01/Pur/Tender/2020
प्रति,

रायपुर दि०- 10.08.2026

ई-निविदा आमंत्रण सूचना

छत्तीसगढ़ राज्य विद्युत कंपनी के O/o Sr. A.O.-I CSPDCL, Raipur हेतु इस कार्यालय के निविदा क्र०. 2020 दिनांक 10.08.2026 (RFx No. 8100053638) के तहत चार्टर्ड एकाउन्टेंट के अस्थाई अल्पकालीन अनुबंध हेतु मुहरबंद निविदाएं आमंत्रित की जाती है।

क्र०	कार्य का नाम	संख्या	निविदा का मूल्य	बयाना राशि
1	चार्टर्ड एकाउन्टेंट अनुबंध हेतु	01 Nos.	₹.2000/- वापसी योग्य नहीं	₹. 5500.00 वापसी योग्य
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ब	निविदा खोलने की तिथि व समय		02.09.2026	15.30 PM तक
	नियम व शर्तें			
1	इच्छुक विक्रेता उपरोक्त निविदा का क्रय, मुख्य अभियंता (रा.श.क्षे.) से उपरोक्त तिथि तक प्राप्त कर सकते हैं। महाप्रबंधक (मा.सं.) छ.ग.स्टे.पॉ.डिस्ट्री.कं.लिमि. रायपुर के परिपत्र क्रमांक 02-11/निविदा/3985 रायपुर दिनांक 14.10.2022 के अनुसार निविदा मूल्य ₹0 2000/- जो वरिष्ठ लेखाधिकारी-I, छत्तीसगढ़ स्टेट पॉवर डिस्ट्रीब्यूशन कंपनी लिमिटेड., रायपुर को आनलाईन देय होगा एवं अमानत राशि भी आन लाईन देय होगा।			
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।			
4	निविदा उपरोक्त नियत तिथि व समय में निविदाकार या उनके अधिकृत प्रतिनिधियों के समक्ष खोली जाएगी।			
5	प्रतिनिधियों को अपना अधिकृत प्रमाण पत्र निविदा खोलने के पूर्व जमा करना आवश्यक है, अन्यथा निविदा खोलते समय वे कक्ष में उपस्थित नहीं रह सकेंगे।			
6	कार्य एवं निविदाकारों की अर्हता हेतु विस्तृत शर्तें निविदा प्रपत्र में उल्लेखित हैं			


मुख्य अभियंता (रा.श.क्षे.)
छ.स्टेट.पॉ.डि.क.लि., रायपुर

बिजली की बचत ही बिजली का उत्पादन है