

CHHATTISGARH STATE POWER DISTRIBUTION COMPANY LTD

TENDER SPECIFICATION NO.05-06/Estt./6696 dtd. 05-01-2015

DATE OF OPENING 27-01-2015 AT 16.00 HRS

Tender for providing 3 Chartered Accountant (CA),
1 Cost & Management Accountant (CMA), and
1 CA/CMA candidates

Issued to

M/s -----

On payment of Rs. 750/- only (Rupee one thousand only)

TENDER FEE:

Rs. 750/- in form of cash/D.D.
D.D. shall be in favour of
Manager (CAU), CSPDCL, Raipur.

SCHEDULE- I
GENERAL TERMS AND CONDITIONS OF TENDER
TENDER SPECIFICATION NO.05-06/Estt./6696 dated 05-01-2015
DATE OF OPENING 27-01-2015 AT 16.00 HRS

1. Sealed offers are invited from the chartered accountant/ cost & management accountant firms having registered office at Raipur (C.G) for providing 3 Chartered accountants (CA), 1 Cost and management accountant (CMA) and 1 CA/CMA having minimum 1 year experience as professional.
 2. Offer must be submitted in one sealed envelope which shall contain two sealed envelopes as under :-
 - (i) the **first sealed envelope should contain** the Earnest Money Deposit in proper form and in envelop "Tender name and number, EMD with amount, due date of opening, and name of bidder with address, telephone / mobile numbers for contact and addressed to ED(F&A), CSPDCL, Raipur" must be superscribed clearly. ***This envelop should also contain the details of the firm alongwith registration documents.***
 - (ii) The **Second Envelope** should contain price bid in the proforma issued from this office attached with the tender documents in original and in envelop "Price Bid, Tender name and No., due date of opening and name of the bidder with address, telephone / mobile numbers for contact and addressed to ED(Fin.), CSPDCL, Raipur." must be superscribed clearly
- The above **one sealed envelope** (containing two envelopes) should superscribed "**the name of work, due date of opening and the name of the Tenderer**" and shall be dropped in the Tender Box kept in the Room No 16 at the office of **ED (Fin), CSPDCL, Ground floor, Vidyut Sewa Bhawan, Danganiya Raipur on or before 27-01-2015 up to 15 Hrs only which shall be opened on the same day at 16.00 Hrs. In case the designated date of tender opening is holiday, the tender opening date shall be the next working day automatically.**
3. The firms who have purchased Tender documents shall only participate in the tender.
 4. Only one offer from one bidder shall be accepted. If more than one offer is found, CSPDCL will have right to reject any or all offer (s) without assigning any reason and EMD shall be forfeited.
 5. Tenderers are required to furnish an Earnest Money of Rs. 24000/- in the form of Demand Draft Payable at Raipur in favour of Manager (CAU), CSPDCL, Raipur drawn on any Nationalized/Scheduled Bank (cheques will not be accepted). No interest shall be paid on the Earnest Money.
 6. Price shall be quoted on per month basis including all expenses and duties except service tax which shall be paid extra.
 7. 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.

8. Tenders which do not fulfill all or any of the above conditions or incomplete in any respect are liable to be rejected.
9. The submission of a tender by the tenderers implies that he has read and accepted the instructions, the conditions of the contract etc. and has made himself aware of the scope of the work to be done and local conditions and other factors bearing on the execution of the work.
10. Rates shall be quoted both in words & figures in the price schedule enclosed. In case of deviation of rates in figures and words, rates quoted in words shall prevail.
11. The tender offer should be valid positively, for acceptance for a period of four months from the date of opening; otherwise liable for rejection.
12. **Evaluation of Bids:-** Bids shall be evaluated on price cum-experience basis. Weightage of price quoted will be 80% whereas weightage for experience in CS Power Companies as consultant will be 20%. The weightage of experience shall be evaluated on the basis of number of proposed candidates who already possess sufficient experience of working as consultant in CSPDCL/CSPTCL/CSPGCL. In order to ascertain the experience weightage, the bidders are requested to furnish complete details of candidates' alongwith their experience in CSPDCL/CSPTCL/CSPGCL. Further, an undertaking must be provided with bid that in case the bidder gets the workorder based on experience weightage they will continue to make available the CA/CMA (with power company experience) for atleast 1 year.
13. Further information required (if any) can be obtained from the **O/o ED (Fin), CSPDCL, Raipur.**
14. The tender received after the due date and time shall not be accepted/ opened. Company will not be responsible for postal or courier service delay.
15. The Company reserves the right to accept/reject any tender without assigning any reason thereof.
16. 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.
17. Tender opening process: - First of all, envelope of Earnest Money will be opened and verified. If it is found in order, then only the second part of the tender i.e. the technical bid of tender will be opened and finally the Tenderer, who has successfully crossed two stages of opening, their price bids 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 contractor or his only one authorized representative having power of attorney will be allowed to be present during opening of tender.
18. The Earnest Money will be refunded to un-successful tenderers within the reasonable time. The Earnest Money deposited by the successful tenderer may be adjusted in the Security Deposit for the due fulfillment of the contract, but shall be forfeited, if the contractor fails to execute the contract after intimation of the acceptance of his tender.
19. This forfeiture shall be without prejudice to the right of the Company to recover further damages, if any, from the tender.
20. Within 7 days of intimation given for the acceptance of the tender, the successful tenderers shall be required to deposit an amount equivalent to 10% (Ten percent) of the contract value towards **Security Deposit** for the

contract period i.e. two years (twenty four months) in the form as specified in clause 5 above.

21. All matters arising out of or any way connected with this contract shall be deemed to have arisen in Raipur and only the Courts in Raipur shall have the jurisdiction to determine the same.

NE
21/14
Addl. GENERAL MANAGER (F&A)
O/o EXECUTIVE DIRECTOR (Fin.)
CSPDCL, RAIPUR

7c *GA*

SPECIAL TERMS & CONDITIONS:

TENDER SPECIFICATION NO.05-06/Estt./6696 dated 05-01-2015

DATE OF OPENING 27-01-2015 AT 16.00 HRS

1. QUALIFICATION FOR THE BIDDERS

The Bidder shall be registered as HR consultants/ CA /CMA firm.

2. SCOPE OF WORK

The bidder shall provide following man power:-

- (i) 3 Chartered Accountants (CA) having experience in finalisation of accounts of a limited (preferably infrastructure related) company/ Bank Reconciliation of a large entity, and proficiency in computer applications (preferably in ERP softwares).
- (ii) 1 CMA having good knowledge of maintenance of cost accounting records & its audit.
- (iii) 1 CA/CMA having good professional knowledge.

The CA/CMA must be having minimum 1 year experience as professional. The firm shall submit the CVs and CA/CMA certificates of the persons to be deployed with the Company along-with the tender bid/before execution of agreement.

3. Other terms & Conditions

Firm shall provide the name of candidates at the beginning of the contract who shall not be changed without consent of ED (Finance) CSPDCL till the terms of contract expire. In case the contract is extended, the same candidates shall continue to work. The name of the candidates provided by the firm shall be mentioned in the agreement executed under this tender. The five candidates provided as above shall have to attend the office regularly during working hours (currently from 10.30 AM to 5.30 PM) at Raipur and have to put 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 absence/ leave on working day, the bill amount shall be reduced in proportion of mandays absent to the total days in that month. However, if absence exceeds 10 days at a time, the deduction shall be effected at double the normal rate. 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 firm. Candidates shall have to visit Regional Account offices at Raipur, Bilaspur, Ambikapur, Jagdalpur, Durg & Rajnandgaon as and when directed for which no vehicle shall be allowed. TD / DA / boarding expenses shall be paid as applicable to officer/s equivalent to AE/Assistant Manager of the Company. The candidates shall have to be provided office space and furnitures and fixtures however computers / laptop and its peripherals shall be provided by the firm. Candidates have to assist in the

work on SAP ERP system and MS Office; as such computer proficiency is necessary. The 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 the firm for which no extra payment shall be made.

4. DELIVERABLE:

The firm, through the candidates provided, shall be responsible to execute all the work assigned to it. CSPDCL has eight Regional Account offices (one each in Janjgir-Champa, Bilaspur, Ambikapur, Jagdalpur, Durg & Rajnandgaon and two in Raipur), one Central Accounting Unit and one head office at Raipur where accounts are maintained. The accounts are maintained in SAP ERP. The scope of work is wide enough to cover all the work of maintaining, finalisation and preparing account as per Companies Act 1956. However following are the example of works required to be carried out:-

- (i) Scrutiny of day to day entries made in the SAP system and indicate correct entry and also formulate the correction entry.
- (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 liabilities sales tax / vat tax / commercial tax collected from consumers are properly recognized and accounted for.
- (iii) 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.
- (vi) Reconciliation of accounts with outside records such as bank reconciliation, loan reconciliation etc.
- (vii) Intercompany reconciliation.
- (viii) Reconciliation of imprest, temporary advances and RTA issued to divisions.
- (ix) Reconciliation of staff loan and advances
- (x) Reconciliation of GPF/GSLIS/HBA 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 all business area
- (xiii) Preparing account strictly as per Schedule VI of Companies Act 2013 along with notes to account and all other details supporting the annexure to Balance sheet and profit and loss account.
- (xiv) Preparing cost accounting records of the company as statutory compliance required as per notification dated 30th June 2014 issued by Ministry of Corporate Affairs.

(xv) All other works necessary for preparing true and fair account whether instructed to do or not.

5. **PERIOD OF CONTRACT:** - Two years (24 months).

6. **COMPLETION OF WORK:-**

The work shall strictly be completed as per the terms / scope of this tender. In case, the work assigned under this tender is not performed or poorly performed, the work assigned under this contract shall be terminated and SD shall be forfeited and action, as 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 ED (Fin.), CSPDCL, Vidyut Sewa Bhawan. 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 may be issued once in a financial year from accounts department on request as per rule.

9. **A. SERVICE TAX:**

Tenderer shall 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 the contractor.

10. **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 (CG) only.

11. **PENALTY:**

In case the work is not upto the satisfaction of this office, the bidder will be penalized 2% per month subject to maximum of 10% and the company may terminate the contract without assigning reasons thereof and thus the SD will be forfeited.

12. **EXTENSION ORDER**

CSPDCL reserve the right to place the extension order upto further period of 1 or 2 years after due approval, on the same terms and conditions. The rates for extension period shall be on mutually agreed decided basis.

13. **MISCELLANEOUS:**

Any changes due to change in policy announced by the State/Central Govt. will be applicable and shall be binding on the contractor for which no separate charges will be payable.

14. **AGREEMENT:**

On award of contract, the contractor has to enter into an agreement with Company on a non judicial stamp paper worth Rs. 300.00 (Rupees Three Hundred only). The cost of the stamp paper is to be borne by the contractor.

HE
0/1
Addl. GENERAL MANAGER (F&A)
O/o EXECUTIVE DIRECTOR (Fin.)
CSPDCL, RAIPUR

to/c *G* *Map*

*Another undertaking as per clause 12 of
Schedule 1 is also required to be enclosed.*

DGM -I

HE
0/1

SCHEDULE- III

PRICE BID

TENDER SPECIFICATION NO.05-06/Estt./6696 dated 05-01-2015

DATE OF OPENING 27-01-2015 AT 16.00 HRS

Amount in Rs. / per month including all expenses and duties except service tax which shall be paid extra.

S. No.	Year	Amount in Rs (Figures)	Amount in Rs (Words)
1	Year 1		
2	Year 2		

SEAL & SIGNATURE

NAME OF PERSON SIGNING DOCUMENT

Address of Bidder:
Phone (mobile) (LL) / Fax

UNDERTAKING

TENDER SPECIFICATION No. 05-06/Estt./6696 dated 05-01-2015

DATE OF OPENING 27-01-2015 AT 16.00 HRS

I/We Proprietor/Partner / owner
of (name of firm) hereby undertake that

- (i) 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 this tender.
- (ii) In case we get the workorder by availing the experience weightage, we will continue to make available the CA/CMA having power company experience for atleast 1 year.

Place :

Date :

Signature of tenderer

Name (in full)

Status in the firm

Seal of the firm