



**CHHATTISGARH STATE POWER GENERATION COMPANY LIMITED**  
(A Govt. of C.G. Undertaking)

For Website

No.-05-05/Estt/FC/TN-01/2017/ 2150

Raipur, Dt.- 12/7/17

**E-BIDDING –NOTICE INVITING TENDER No.05-05/Estt/FC/TN-01/2017**

Online bids are invited through CSPCL e-bidding system (SAP SRM) for the following work :-

Sl. No.	Tender Specification	Description	Quantity	Tender fee (Rs.)	EMD Amount (Rs.)	Due date & time for receipt of bid	Bid opening date (EMD , Tech. Bid)
I.	05-05/Estt/FC/TN-01/2017	Work Contract for outsourcing of 7 No Chartered Accountant -CA / Cost & Management Accountant -CMA professionals as Financial Consultants for the O/o The Executive Director (Finance) CSPGCL Raipur	01 job	1000/-	47,000/-	04-08 -2017 upto 14.30 Hrs.	04-08 -2017 at 15.00 Hrs.

A. The details of NIT can be viewed from our website [www.cspcl.co.in](http://www.cspcl.co.in). The tender document can be viewed and downloaded online from our website [www.cspcl.co.in/ebidding](http://www.cspcl.co.in/ebidding) or from e-bidding portal <http://ebidding.cspcl.co.in:50700/irj/portal>. Any corrigendum/amendments, if required, shall be displayed on above website.

**B. GUIDELINE for Participation in SRM/ E- tender**

1. **Access To Tender Document:** This is an e- tender case. Tender document can be accessed from <http://ebidding.cspcl.co.in:50700/irj/portal>. Bid creation / submission can be completed after log on to our e-tender portal: <http://ebidding.cspcl.co.in:50700/irj/porta> . Using valid LOGIN ID/ Password, allotted to vendors.

Please ensure that you have the vendor code, user ID and password. In case you do not have either vendor code or user ID and Password, please contact with EITC/ O/o ED(Fin) well in time and at least three days before last date of paying the tender fee.

**2. Tender Fee Payment: (Offline)**

- Bidder has to submit tender fee (non refundable) of Rs. 1000.00, in physical form for tender, in the form of crossed MICR Demand draft payable in the name of “**Central Accounting Unit, CSPGCL, Raipur**” payable at Raipur. No bid shall be acceptable without prescribed tender fee.
- The tender fee **Envelope- I** must be super scribed which should be clearly superscribed as “Tender Fee” for tender <name/ number of tender, due date >.



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- c. Tender Fee should reach in the office of E.D (Fin) within the schedule date. CSPGCL will not be responsible in any way for late receipt of tender fees due to any postal delay or delay of any form in transit.
  - d. Address for communication: The Executive Director(Fin), CSPGCL, Ground Floor, Vidyut Sewa Bhawan, Dangania, Raipur (CG) 492013 and the name and full address, telephone, fax No & e-mail address of the participating firm should also be written on it.
- 3. Earnest Money deposit (EMD) Payment: (Offline).**
- a. EMD of stipulated value is to be submitted physically (Offline) for tender, in prescribed form within the scheduled period.
  - b. The EMD Envelope- II must be super scribed which should be clearly superscribed as “EMD” for tender <name/ number of tender, due date > .
  - c. EMD envelop should reach in the office of The Executive Director(Fin), CSPGCL within the schedule date. CSPGCL will not be responsible in any way for late receipt of EMD due to any postal delay or delay of any form in transit.
- 4. Technical Bid & Price Bid submission: (Online).**
- a. This is a E-tender case and bidders shall submit bid (Techno-commercial Bid & Price Bid) in ONLINE ONLY. Bids sent in physical form through any other means/ media is not at all acceptable & it may be liable to be rejected.
  - b. Confirmation of Acceptance of scope of work, Complete clause of tender document i.e. General terms & Condition are to be attached in Rfx information Tab( notes and attachment - attachment for technical bid).
  - c. In case of any deviation in tech specification with respect to tender enquiry, same to be clearly specified as per deviation statement & to be attached in Rfx information Tab (notes and attachment - attachment for technical bid).
  - d. Price justification document towards the quoted price ( in form of copy of P.O placed by any govt agency , PSU etc may be uploaded / attached in Rfx information Tab( notes and attachment - attachment for technical bid).
  - e. All the bid related documents are to be uploaded with bidders digital signatures in the tender document folder under created bid option.
  - f. All attachment in Rfx information Tab (notes and attachment –attachment for technical bid) should be either on the Letter Pad of Company OR Company name should be mentioned on Header or Footer level.
- 5. Tender Fee & EMD Document Submission- Offline:**
- a. Tender Fee & EMD is to be submitted in Physical Form / Offline within the scheduled period. First Envelope containing Tender Fee must be super scribed as “Envelop-I-Tender Fee” for tender <name/ number of tender, due date > & Second Envelope containing Earnest Money Deposit must be super scribed as “Envelop-II-Earnest Money Deposit” for tender <name/ number of tender, due date > .
  - b. Above two Sealed envelopes (I&II) are to be kept in one envelop and be sealed properly. This sealed envelop must be super scribed as “Tender Fee & EMD for tender no”. for e.g. 05-05/Estt/FC/TN-01/2017 for Work Contract for outsourcing of 7 No Chartered Accountant -CA / Cost & Management accountant -CMA professionals as Financial Consultants for the O/o The Executive Director (Finance) CSPGCL Raipur addressed to The Executive Director(Fin), CSPGCL, Ground Floor, Vidyut Sewa Bhawan, Dangania, Raipur (CG) 492013. Please ensure that the envelope should reach in this office before scheduled closing date and time of submission of bid.
  - c. Techno-commercial Bid / Price Bid of the Bidders who have not submitted requisite amount of Tender Fee and EMD shall not be considered.
  - d. CSPGCL will not be responsible in any way for late receipt of these document (Tender fee & EMD) due to any postal delay or delay in any form in transit.
- 6. Pre Qualifying Requirements for the bidders:-** The price Bids of only those bidders shall be opened who will provide satisfactory documentary evidence to substantiate following Pre-Qualification Requirements

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(Eligibility criteria conditions for opening of Price Bids). The desired documents to substantiate Pre-Qualification Requirements (Eligibility criteria conditions for opening of Price Bids) are to be attached in Techno-Commercial bid:

## (A) Pre Qualifying Requirement (Eligibility criteria for opening of Price Bid).

1. CA/CMA firm must be in operation for atleast ten years duly registered with ICAI/ICMAI (firm registration certificate required).
2. CA/CMA firm should have registered head office in Chhattisgarh State.
3. The firm should have at least 2No Fellow of Chartered Accountant (FCA)/ Fellow of Cost and Management Accountant (FCMA) associated with them as partner and also 2No Associates of Chartered Accountant (ACA)/ Associates of Cost & Management Accountant (ACMA) associated with them as partner .
4. The firm should be reputed and have experience of having successfully executed similar nature of work for deploying CA/CMA professional during previous 3 year in the state power company /NTPC /other Govt. Organization/Private Power company with installed capacity of 500MW or above. (Order copy must be provided).
5. The professional should submit necessary documents evidence of having average gross receipt from Professional Fees of Rs 46 Lakhs or more during previous 3 Financial Year i.e. 2013-14, 2014-15 and 2015-16. For this notarized copy of balance sheet duly certified by chartered accountant must be enclosed with Part I bid.

It may also be noted that the offers of such bidders, who are not fulfilling the above cited Pre-Qualifying Requirements (Eligibility criteria for opening of Price Bids) by way of inadequate documents / insufficient documents / irrelevant documents / non submission of desired documents shall be treated as incomplete and shall not be considered for opening of Price Bids at sole discretion of the CSPGCL without assigning any reasons thereof. The decision of CSPGCL shall be final and no correspondence regarding submission of documents required to substantiate Pre Qualifying Requirements (Eligibility criteria for opening of Price Bids) of opening of Price Bids, shall be made by CSPGCL after opening of Part I & Part II, of the tender.

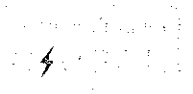
As such, while submitting your offer, please ensure that your offer is complete in all respect as per CSPGCL's requirement and all the documents required to substantiate above stated Pre Qualifying Requirements (Eligibility criteria for opening of Price Bid) are submitted to avoid non consideration of offer for opening of price bid on account of non fulfillment of PQR due to inadequate documents / insufficient documents / non submission of documents required to substantiate Pre qualifying Requirements((Eligibility criteria for opening of Price Bids). Notwithstanding anything stated above, CSPGCL reserves the right to assess the Bidders capacity and capability to perform the contract works, should the circumstance warrant such assessment in overall interest of CSPGCL. It would be at company's discretion to modify PQR requirement in the interest of company.

## 7. Others:-

- a. It is to be ensured that vendors should have valid Login ID/ Password before creation of Bid. Please contact CSPGCL well in advance to get the same.
- b. Vendors should have valid Class II & III Digital Signatures with sufficient validity to participate in E-Tender / SRM .
- c. All applicable taxes and duties must be mentioned clearly while filling the rates of the taxes and duties. In case the same are not mentioned separately, it would be assumed that the applicable taxes and duties are inclusive in the bid price.
- d. All attributes must be suitably replied to, before submission of bid.

## 8. Help Desk (problem related with Login ID / C- Folder (Rfx section) attachment):

In case of any problem related with login ID / password & C- Folder, vendors may please contact on following nos. Helpdesk Contact Nos. 0771-2576672 /9993247508



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## Note :

- a. CSPGCL reserves the right to access the capacity and capability of bidders after scrutiny of applications and reserves the right to reject any or all tenders without assigning any reasons.
- b. CSPGCL will not be responsible in any way for late receipt of request for tender documents/bid due to any postal delay or delay in any form in transit or breakdown in the internet communication system etc at the end of the vendor.

## C. IMPORTANT INSTRUCTIONS/ NOTES FOR E-BIDDING

- Please note that this tender is exclusively and entirely processed online except tender fee & EMD to be submitted offline in physical form, hence the bidder should keep proper record at his end.
- Please note that e-mail is always system generated, hence bidders are advised to regularly check their inbox/junk mail box.
- Bids (techno commercial & price bid) are accepted only through online procedure. Hard copy of bid may not be accepted.
- CSPGCL shall not assume any responsibility for non-supporting of system, internet, line & associated hardware & software for bidding their tender. No extension in time shall be granted on such grounds. It is strongly recommended not to wait for submission of bid in last minutes as internet/technical problem may disrupt their works.
- In SAP SRM it is mandatory to give the **Basic Price** and condition (taxes & duties) of price.
- Rates should be quoted online & in specified fields only. Once the rates are filled & locked, no change on any ground whatsoever will be accepted.
- After dead line, no alteration in the tender will be allowed by the system.
- CSPGCL will not accept incomplete bid.
- A questionnaire is available in the Rfx information tab in the online tender display which is necessary to answer.
- It is mandatory to submit
  1. Scanned copy of duly filled and signed General terms and conditions and annexure/Schedule.
  2. Scanned copy of Complete tender document duly sealed and signed on each page by the authorized signatory of the firm.
- Tender documents will be displayed in online tender display at Technical RFX section.
- For online submission of bid, the bidder may take online help from e-bidding vendor user manual displayed on website-<http://ebidding.cspcl.co.in:50700/irj/portal>
- Tender shall be opened in the scheduled 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 or due 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 altered/extended if desired by CSPGCL 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.
- User id, Password, Digital Signing Certificate and Digital Encryption Certificate require for participation for any Tender. For User id and Password it is requested to contact with concerning department.
- Before participating in tender, it needs to read carefully all instructions and processes. User manual and instruction documents are available in <http://cspc.co.in/ebidding> or click on Bidder Information link in <http://ebidding.cspcl.co.in:50700/irj/portal> url.
- Amendment, Price Bid opening date will be informed by e-mail.
- If due to any reason the documents are not attached in techno-commercial bid, CSPGCL will not be responsible & such tenders would be outrightly rejected.
- If the documents are shown attached in techno-commercial bid but due to any reason could not be opened, on request of CSPGCL another copy will be accepted by mail.

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**D. GENERAL INSTRUCTIONS**

1. The CSPGCL reserves the right to reject any or all tender or to accept any tender in full or part, considered advantageous to the CSPGCL, whether it is lowest or not, without assigning any reason whatsoever.
2. CSPGCL shall not be responsible for any delay in postal delivery of Tender fee & EMD Envelop.
3. E-mail/Fax/Telegraphic tender offers will not be accepted.
4. Enabling for download of tender documents to firm does not make them qualify to award the contract.

“SAVE ELECTRICITY”

**Addl General Manager (F&A)**  
**O/o Executive Director (Finance)**  
**C.S.P.G.C.L, RAIPUR.**