

CHHATTISGARH STATE POWER TRANSMISSION CO. LTD.

(A Government of Chhattisgarh undertaking)

O/o THE GENERAL MANAGER (FIN)

Dangania, Raipur (C.G.)

Website - www.cseb.gov.in, Phone No - 0771 -2574366,

Fax No. 0771-2574616

No. 06-01/924

Raipur, Dtd. 31/05/2019

NOTICE INVITING TENDER

Sealed tenders are invited from reputed Cost & Management Accountant Firms:-

Tender Specification No. GM(FIN)/CSPTCL/TR-15

Name of Work: - Appointment of Cost & Management Accountant (CMA) Firm as Cost Auditor for CSPTCL for financial Year 2018-19, 2019-20 and 2020-21.

Cost of Tender Document - Rs. 500 (GST Extra @ 18%)

Amount of Earnest Money Deposit (EMD):- EMD for the tender shall be Rs 3000/-.

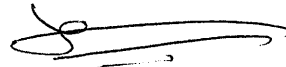
Mode of payment- The payment of EMD/Cost of tender document should be made through crossed Demand Draft/ Banker's cheque in favour of "**Manager RAO HQ CSPTCL**", payable at Raipur.

Due dated relating to Tender:-

Particulars	Due Date	Time	Place
(i)Due date of obtaining "Tender Form for Appointment of Cost Auditor"	24/06/2019 (Monday)	17.00 Hrs.	O/o The General Manger (Fin.) CSPTCL, Second Floor, SLDC Building, Dangania, Raipur C.G 492013. Note:- In case of change due date, it shall be intimated on the website
(ii)Due Date of Submission of Offer	Up to 25/06/2019 (Tuesday)	15.00 Hrs.	
(iii)Due date of opening of Part-I&II Bids	25/06/2019 at 15.30 Hrs (Tuesday)		
(iv)Due date of opening of Part III Bid	To be notified separately		

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 GM(Finance), CSPTCL,SLDC Building, Second Floor, Dangania Raipur (CG) 492013, on payment of non-refundable tender cost as specified on above dated between 11.00 Hrs to 17.00 Hrs on all working days from tender publication date. Tender document can also be downloaded from our website link <http://csp.co.in> in case of downloading tender document from the website, the bidder has to remit cost of tender document at the time of submission of bid.


General Manager (Finance)
C.S.P.T.C.L, Raipur

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Website - www.cseb.gov.in, Phone No - 0771 -2574366,

Fax No. 0771-2574616

No. 06-01/924

Raipur, Dtd. 31/05/2019

To,

Sub: - Tender for the appointment of CMA Firm as "Cost Auditor" of CSPTCL for the FY 2018-19, 2019-20 and 2020-21.

As per requirement under the provisions of section 148 of companies Act 2013, read with Companies (Cost Records and Audit) Rules, 2014, Chhattisgarh State Power Transmission Company Ltd. (CSPTCL) intends to appoint CMA professional firms as Cost Auditors for Chhattisgarh State Power Transmission Ltd. Accordingly, it is requested to submit your offer as per enclosed tender in 3 parts:-

Part - I Bid: Earnest Money Deposit (in form of crossed Demand Draft/Bankers Cheque).

Part -II Bid: Accepted signed Commercial terms & conditions and PQR documents.

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

The three parts of bid should be submitted in three separate envelopes & enveloped should be super-scribed as Part-I Bid (EMD and cost of tender document, if required), 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 "Offer for appointment of cost Auditor of CSPTCL for FY 2018-19 , 2019-20 & 2020-21" and should be dropped in the tender box kept in O/o General Manger (Finance),CSPTCL, SLDC Building, Second Floor ,Danganiya a Raipur (CG) - 492013 by 25/06/2019 up to 15:00 Hrs.

y. General Manager (Fin)
CSPTCL., Raipur

General and Commercial Terms and Condition 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 Cost Auditor"	24/06/2019	17.00 Hrs.	O/o The General Manger (Fin.) CSPTCL, Second Floor, SLDC Building, Dangania, Raipur C.G 492013. Note:- In case of change due date, it shall be intimated in the website of CSPTCL
(ii)Due Date of Submission of Offer	Up to 25/06/2019	15.00 Hrs.	
(iii)Due date of opening of Part-I&II Bids	25/06/2019 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.

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

2. Introduction and background of CSPTCL

Chhattisgarh State Power Transmission Company Limited, with its Head Office at Vidhyut Sewa Bhawan, Danganiya Raipur, and State- Chhattisgarh is a State Power Transmission Company incorporated under the provisions of the companies Act, 2013 and is Government of Chhattisgarh Undertaking. CSPTCL provides service of transmission of bulk power through its EHV power transmission system comprising of EHV transmission lines and substations. The charges for transmitting power are billed as per the tariff decided by Regulator CSERC.

3. Work of the Company includes:-

- Transmission of high voltage power to long term, medium term and short term open access customers.
- Construction of EHV transmission lines and substation for capacity enhancement of power transmission system.
- Construction of EHV transmission line, substation and or feeder bay on behalf of consumers under deposit work scheme.
- Operation and maintenance of EHV transmission lines and substations.
- Compliance of requirements provided under provision, regulations, notifications, clarification etc. issued or notified by Chhattisgarh State Electricity Regulatory Commission (CSERC).

4. Scope of work under this tender

- (a) Cost audit is to be conducted of Cost Accounting Records of the company for the Financial Year 2018-2019, 2019-20 and 2020-21 in accordance with the companies (Cost Records and Audit) Rules, 2014 as published in the official gazette of Govt. Of India, Ministry of Corporate Affairs and as required by the Section 148 of the companies Act 2013 and in adherence to the relevant orders/clarifications as issued from time to time by Cost Audit Branch, Ministry of Corporate Affairs, and Government of India, and the Cost Accounting Standards issued by the Institute of Cost Accountants of India.
- (b) The Cost Auditors shall be responsible for uploading the Cost Audit Report of the company to MCA as per the requirement of Companies (Cost Records and Audit) Rules 2014.

5. 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 0771-2574336 or mobile no 9425562262.
- (b) CSPTCL, at its sole discretion, reserves the right to respond to clarification raised b Applicants. No response to a clarification request shall be construed for amending enquiry Document.

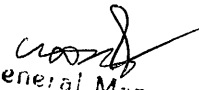
6. Submission of Offer:

The Bid should be submitted in three separate envelopes & envelope 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 "**Offer for appointment of Cost Auditor of CSPTCL for the FY 2018-19, 2019-20 and 2020-21**" and should be dropped up to 25/06/2019 (15.00 Hrs.) in the tender box kept at **O/o General Manger (Finance), CSPTCL, SLDC Building, Second Floor, Danganiya Raipur (CG)-492013.**

Detailed contents of each envelop is as under:-

- (a) **Part-I** EMD in the form of crossed Demand Draft/Bankers Cheque drawn in favour of "**Manager RAO HQ CSPTCL**" needs to be submitted through Part-I Bid. In absence of EMD/Tender fee, Part-II & III bid shall not be opened, EMD of unsuccessful participants shall be returned after awarding of the Cost Audit work to the successful professional firm. In case bidder has downloaded bidding document from the website, DD/Banker cheque of Rs 500 towards cost of tender document should also be submitted in Part-I.
- (b) **Part-II** bid should consist of **-Appendix I, II, IV, V and tender document** (General and commercial terms & conditions of the tender and other terms & conditions specified) signed with seal on each and every page.


y. General Manager (Fin)
CSPTCL., Raipur

(c) **Part-III** bid shall contain only **Appendix III** (professional fee) duly filled in and signed by the authorised signatory of the CMA Firm. The firm should quote Fixed Professional Fee on lump sum basis including all expenses e.g. travelling expenses, lodging & boarding expenses etc. but exclusive of GST in column "C" and GST in column "D" of table in Appendix III. No TA/DA and Boarding & lodging facilities shall be paid. No other taxes and duties shall be paid.

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

7. EARNEST MONEY DEPOSIT

- (a) All interested bidders shall submit, along with their Bid, Earnest Money Deposit (EMD) in the form of DD/Bankers Cheque, drawn on any scheduled bank in favour of "**Manager RAO HQ CSPTCL**" payable at Raipur. EMD would be Rs 3000/-.
- (b) In case, the bidder withdraws his offer during the validity period, the EMD shall be forfeited.
- (c) Earnest money of unsuccessful bidder shall be refunded after award of contract on successful bidder/s.
- (d) EMD of bidder/s on whom the order has been awarded, shall be adjusted towards part of security deposit.
- (e) No interest shall be paid on EMD.
- (f) Offers submitted without EMD shall be summarily rejected.

8. Telex/Fax/Telegraphic bid:

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

9. Deviations from terms and conditions and conditional bid:

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


10. Incomplete Bids/errors/ambiguities in bid:

- (a) Incomplete or obscure tender is liable for rejection.
- (b) Fees should be quoted in both figured and words. In case of ambiguity between fees in figures and word, Rate 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 CSPTCL may be taken without any reference to the CMA firm.

11. Delayed/Late Bids:

CSPTCL shall not assume any responsibility for any postal delays either for the late receipt of the documents by the CMA Professional Firm or late receipt of the offer by CSPTCL.

Extension in time for submission of the bid shall not be granted in any case.


y. General Manager (Fin.)
PTCL, Raipur

12. Amendment in Bidding Document:


At any time prior to the deadline for submission of Bids, CSPTCL 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 at the address contained in the letter of request for issue of bidding document form the bidders. The amendment shall also be uploaded on the website of the company. CSPTCL 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, CSPTCL 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.

13. 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:-

- (a) The CMA firm should have its registered head or branch office in Chhattisgarh.
- (b) The CMA firm should have minimum experience of ten (10) years. 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 CoP is required to be submitted).
- (c) The CMA Firm should have at least one Fellow ICWA and one AICWA associate. Further, the firm should have sufficient man power and other resources for carrying out the work of cost audit.
- (d) The CMA firm should have minimum average annual professional receipts during last three financial years (2015-16, 2016-17, 2017-18) of Rs 5,00,000/- (Rs Five Lakhs only). The firm should furnish details along with copies of audited / certified balance sheet and profit and loss account, in format at Appendix-II.
- (e) There should be no legal suit/criminal case pending or contemplated against CMA 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 in respect of all the above requirements need to be submitted as per Appendix-I along with the Part-II offer- "**Qualifying Bid**". Without sufficient documentary proof about above qualifying criteria, Part-III offer- "**Professional Fee Bid**" shall not be opened.


y. General Manager (Fin)
CSPTCL., Raipur

14. Professional Fee:

- (a) **Minimum fees** – Rs 88,500 (including all out of pocket expenses and Taxes) per year of audit.
- (b) The firm shall quote cost audit fees of FY2018-19. Based on audit fee for FY 2018-19 the fee for FY 2019-20 and FY 2020-2021 shall be decided by annual increase @ 5% & 10% respectively on fee quoted for 2018-19. The fee shall be including all expenses and taxes in Appendix – III. No out of pocket expenses, TA/DA and Boarding & lodging expenses shall be paid. No other taxes and duties shall be paid.
- (c) The firm shall bear all Taxes.

15. Criteria for evaluation of bids:-

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

- (a) Experience of Firm: - Firm having more experience based on date of registration shall be preferred.
- (b) Number of Partners: - Firm having more no. of Partners shall be preferred.
- (c) Professional receipt: - Firm having more average annual professional receipts (during last 3 years i.e. FY 2015-16 to 2017-18) shall be preferred.

16. Award criteria:-

CPTCL shall be at liberty to accept any bid, lowest or otherwise or reject any or all bids without assigning any reason thereof. Successful bidder will be informed by post or through Fax.


17. Validity of offer:

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

18. Disqualification:

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

- (a) Submitted the Proposal after the response deadline;
- (b) Made misleading or false representation in the forms, statements and attachments submitted as proof of the eligibility requirements;
- (c) 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.;
- (d) Submitted a proposal which is not accompanied by required documentation or is non-responsive;
- (e) Failed to provide clarifications related thereto, when sought;
- (f) Submitted more than one Proposal. This will cause disqualification of all the Proposals submitted by such Applicant.


y. General Manager (Fin)
CPTCL, Raipur

- (g) Penalized for any disciplinary proceedings and any disciplinary proceedings should be pending against them as on the date of application.
- (h) Blacklisted/debarred anytime during last 3 years ending 31st March 2018 from participations in a tender floated by any central/state PSU.

19. Signing of contract agreement and completion of formalities:

- (a) Successful applicant shall be required to sign Contract with the companies whose work of cost audit assigned to the firm, 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 CSPTCL may blacklist the bidder and make the award to another applicant or call for fresh bids.

20. Security Deposit:

Upon acceptance of the offer, the successful professional firm shall be required to deposit a security amount of 5% of total value for due and faithful fulfilment of the contract within 15 days of receipt of the order awarding the contract in form of D.D on nationalized bank. On request of the professional firm EMD may be adjusted against SD and the balance amount of SD shall be payable through D.D. Security Deposit shall be retained till faithful performance of terms and conditions of the order and settlements of liability, if any. No interest on security deposit amount shall be payable. The security deposit shall be returned on request of the firm, after faithful performance as per terms and conditions of the order.

21. Subletting of work

The awarded CMA 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. Audit Program

The CMA firm has to submit its audit program to the O/o ED (Finance), CSPTCL, within 15 days from the date of award of contract. This program and schedule shall be approved by CSPTCL and strictly be adhered to. Audit is to be commenced from date of handing over of cost accounting records of relevant period.

23. Team to be deployed

The CMA firm shall also ensure that size of the team is commensurate with the volume of the work involved and time allowed. The minimum requirement of audit team to be deployed by the CMA firm is:-

- (a) One ACMA having minimum 2 years post qualification experience in audit.
- (b) Two Audit Assistants having minimum qualification of CMA (Inter/M.Com with minimum experience of two years).

In addition to the above, one FCMA shall be deployed as team leader or supervision of overall work of internal audit to be executed under the contract.

y. General Manager

24. Execution of work and reporting

- (a) The audit shall be conducted in accordance with the provisions of the Companies Act, 2013 and Rules framed there under and as per the program and schedule approved for the audit.
- (b) All concerned offices shall provide necessary co-ordination to the Cost Accountants Firms for conduction the work.
- (c) After completion of the audit, the firm shall submit cost audit report in the prescribed format.

25. Coordination from Auditee Office

The office where the work shall be carried out shall be required to co-ordinate with the CMA firm in such a manner so as to complete the work within the prescribed time schedule. The office will provide reasonable workspace and furniture for CMA firm's team. Other resources, viz. Computers, telephone etc. would have to be arranged by CMA firm. The CMA firm shall also exercise due diligence to ensure coordination and timely completion of the work.

26. Submission and Acceptance of cost audit report

The firm shall submit the cost audit report to the Nodal officer within two months of the submission of cost accounting records for the relevant financial year.

27. Submission of bills for professional fees

The awarded CMA firm shall submit the bill in triplicate to office of a GM (Finance), CSPTCL after completion of the Cost audit work of relevant financial year as per order and audit program along with submission of Audit Report in Three Copies, along with soft copy in CD.

28. Payment terms of professional fees

No advance professional fee shall be paid. 100% of total professional fee shall be paid generally within 30 days of submission of Cost Audit Report of relevant financial year to the GM (Finance) CSPTCL. The copy of registration certificate for service Tax shall be submitted along with bill the tax shall be deducted at source as per prevailing IT rules. In case any documents/reports are found incomplete/deficient bill shall not be processed.

29. Extension of Order:

CSPTCL reserves the right to place on order for extension of contract on the same rated, terms and conditions for a further period of one year i.e. FY 2020-21, subject to satisfactory performance of the professional firm during previous periods audit.

30. Extension of Time and Penalty:

Any extension in time for the execution of work beyond contract period shall only be granted on merits, after competent approval. The awarded CMA firm shall submit their request letter with proper justification. In case the ground on which extension is sought, this not found to be proper penalty @ ½% (half percent) per week for delay in submission of report subject to maximum of 10% of order value shall be imposed on the CMA firm.

31. Cancellation of Order:

CSPTCL may upon written notice of default terminate contract in circumstances detailed hereunder:-

If in the opinion of CSPTCL, the CMA firm fails to perform the work within the time specified or during the period for which the CSPTCL has granted extension, if any.


- (a) If in the opinion of CSPTCL, the CMA firm fails to comply with any of the provisions of this contract. In such case, a written notice shall be served by CSPTCL to the professional firm to stop further activities and take urgent steps towards corrective measures, failing which the order will be cancelled.
- (b) In the event of such termination, CSPTCL may exercise its discretionary powers to award the work to other CMA firm after giving due notice to the professional firm of account, and at the risk and cost of CMA firm.
- (c) 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.
- (d) Notwithstanding the provisions of the Clauses (a),(b),(c) and (d) as mentioned above, CSPTCL reserves all rights, not to give any reason in writing or otherwise, towards cancellation of the contract at any time.
- (e) The decision of the CSPTCL shall be final regarding the acceptability of the repost submitted by the CMA Firm and the concerned company shall not be required to give any reason in writing or otherwise at any time towards rejection of same.

32. Confidentiality:

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

33. Force Majeure:

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


y. General Manager (Fin)
CSPTCL, Raipur

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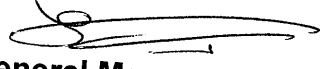

y. General Manager (Fin)
CSPTCL, Raipur

34. Nodal Agency and officer in charge

The GM (Finance) CSPTCL shall be the nodal agency for the work under this audit work. The Dy. General Manager (F&A) – I O/o The GM(Finance), CSPTCL shall be the officer-in-charge and shall be responsible for implementation of audit work. Any guidelines required during execution of audit may be taken with officer-in-Charge whose contact no. is 0771-2574336.

23. 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.

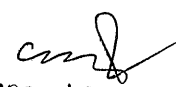

General Manager (Finance)
C.S.P.T.C.L, RAIPUR

Appendix-I (to be submitted in part-II of bid)

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

SL. No.	Qualification Criteria	Documents required
(a)	The CMA firm should have its registered head or branch office in Chhattisgarh.	The head office or branch office establishment certificate/confirmation from ICMAI. Firm registration confirmation letter from ICMAI and latest partnership deed. Details of Head/Branch office in Chhattisgarh such as Postal Address, Tel. No. officer-in-charge and staff in each office may be furnished.
(b)	The CMA firm should have minimum experience of ten (10) years. 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	CoP of Senior partner in case of partnership firm and CoP of proprietor in case of proprietorship firm is required to be submitted.
(c)	The CMA Firm should have at least one Fellow ICWA and one AICWA associate. Further, the firm should have sufficient man power and other resources for carrying out the work of cost audit.	Constitution certificate from ICMAI along with details of partners, their qualification and date from which associated with the firm.
(d)	The CMA firm should have minimum average annual professional receipts during last three financial years (2015-16, 2016-17, 2017-18) of Rs 5,00,000/-(Rs Five Lakhs only).	Audited / Self certified annual accounts and income tax return of the firm of FY 2015-16, 2016-17 and 2017-18. The firm should furnish details in <u>Appendix II.</u>
(e)	There should be no legal suit/criminal case pending or contemplated against CMA firm on the ground of moral turpitude or for violation of any law in force.	The firm should give undertaking in <u>Appendix IV</u>

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.

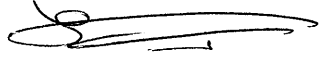

Y. General Manager (Fin)
COPTCL, Raipur

34. **Nodal Agency and officer in charge**

The GM (Finance) CSPTCL shall be the nodal agency for the work under this audit work. The Dy. General Manager (F&A) – I O/o The GM(Finance), CSPTCL shall be the officer-in-charge and shall be responsible for implementation of audit work. Any guidelines required during execution of audit may be taken with officer-in-Charge whose contact no. is 0771-2574336.

23. **Jurisdiction:**

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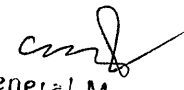

General Manager (Finance)
C.S.P.T.C.L, RAIPUR

Appendix-I (to be submitted in part-II of bid)

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

SL. No.	Qualification Criteria	Documents required
(a)	The CMA firm should have its registered head or branch office in Chhattisgarh.	The head office or branch office establishment certificate/confirmation from ICMAI. Firm registration confirmation letter from ICMAI and latest partnership deed. Details of Head/Branch office in Chhattisgarh such as Postal Address, Tel. No. officer-in-charge and staff in each office may be furnished.
(b)	The CMA firm should have minimum experience of ten (10) years. 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	CoP of Senior partner in case of partnership firm and CoP of proprietor in case of proprietorship firm is required to be submitted.
(c)	The CMA Firm should have at least one Fellow ICWA and one AICWA associate. Further, the firm should have sufficient man power and other resources for carrying out the work of cost audit.	Constitution certificate from ICMAI along with details of partners, their qualification and date from which associated with the firm.
(d)	The CMA firm should have minimum average annual professional receipts during last three financial years (2015-16, 2016-17, 2017-18) of Rs 5,00,000/-(Rs Five Lakhs only).	Audited / Self certified annual accounts and income tax return of the firm of FY 2015-16, 2016-17 and 2017-18. The firm should furnish details in <u>Appendix II.</u>
(e)	There should be no legal suit/criminal case pending or contemplated against CMA firm on the ground of moral turpitude or for violation of any law in force.	The firm should give undertaking in <u>Appendix IV</u>

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.


y. General Manager (Fin)
COPTCL, Raipur

Appendix-II (to be submitted in part-II of bid)

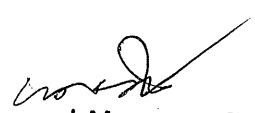
Financial Details (As per enclosed audited / self certified annual account)

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
2015-16		Audited / Self certified annual account & Income Tax Return
2016-17		---do---
2017-18		---do---

Note: As per qualification criteria clause- 10(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 2015-16, 2016-17 or FY 2017-18; (Copy of audited / self certified annual account and income tax return of such financial year be submitted along with this Appendix).

Authorised Signatory
Name & Title of Signatory
Name of Applicant:
Address:


y. General Manager (Fin)
CAPTCL, Raipur


Appendix – III (To be submitted in part-III of bid)

**PROFESSIONAL FEE FOR THE WORK OF COST AUDIT OF CSPTCL
(FORMAT FOR SUBMISSION WITH PART-III PRICE BID)**

SL.NO.	Fixed Professional fee on lump sum basis Inclusive of all charges, Taxes & Duties for the Work of Cost Audit of CSPTCL	Total Audit fees (Inclusive of of all expenses and Taxes)
(A)	(B)	(C)
1.	for financial year 2018-19	Amount in Rs. (In words _____)

The firm shall quote fees of FY 2018-19 on lump sum basis including all expenses and taxes in column "C". No out of pocket expenses, TA/DA and Boarding & lodging expenses shall be paid. No other taxes and duties shall be paid. The post tax fees of FY 2019-20 shall be decided by multiplying 1.05 to post tax fees of FY 2018-19 and the Post tax fees of FY2020-21 shall be decided by multiplying 1.1 to the post tax fee of FY 2018-19.

Signature of authorized representative
Seal



y. General Manager (Fin.)
CSPTCL, Raipur

Appendix-IV (to be submitted in part-II of bid)

UNDERTAKING

There is no legal suit/criminal case pending or contemplated against our CMA firm on the ground of moral turpitude or for violation of any law in force. Further we undertake that our firm is not disqualified to be appointed as Cost Auditor of CSPTCL for financial year 2018-19, 2019-20 and 2020-21.

Signature of authorized representative
Seal


y. General Manager (Fin)
CSPTCL, Raipur

Appendix-V (to be submitted in part-II of bid)

DETAILS OF CMA FIRMS

(Format for submission with Part-II Qualification Bid)

Sl.No.	Particulars	Details
1.	Name of the firms	
2.	Complete address of Headquarter along with phone numbers/Fax/e-mail of Officer in Charge.	
3.	Complete Address of branches along with phone numbers/fax/e-mail of officer in charge.	
4.	Date of issue of CoP of senior partner in case of partnership firm or of proprietor in case of proprietorship firm.	
5.	(a) Name of Proprietor or partners along with membership. (b) In case of partnership, also indicate the date when they joined the firm (Enclose a copy of partnership deed)	
6.	(a) Name of fully qualified ICMA/CA/CS associates/staff and their membership number. (b) Indicate period of their association/service with the firm.	
7.	(a) Names of semi qualified staff i.e ICMA inter/CA inter/CS Inter. (b) Indicate the period of their association service with the firm.	
8.	Names ,Address & Contact number of major clients(Attach a separate sheet if required)	
9.	Details of other professional services rendered/undertaken by the firm (attach separate sheet if required)	

It is here by certified that the information given as above and also elsewhere in the offer are correct to the best of my belief and knowledge. I understand that CSPTCL can take action against any finding of incorrectness in future appropriately.

Signature of Authorized Representative
Seal

Appendix-VI (to be submitted in part-II of bid)

PROPOSED COST AUDIT TEAM TO BE DEPLOYED

(Format for submission with Part-II Qualification Bid)

(Please refer tender clause 4 of other terms and conditions of Package bided for.)

Number & Category of Personnel to be deployed for the audit work

Provide the information as required in the following table:


S. No.	Name of Personnel	Qualification of Personnel	Post qualification Experience
1			
2			
3			
4			
5			

Authorised Signatory

Name & Title of Signatory

Name of Applicant:

Address:


y. General Manager (Fin)
CSPTCL., Raipur