



OFFICE OF THE EXECUTIVE DIRECTOR (FIN)
CHHATTISGARH STATE POWER DISTRIBUTION COMPANY LTD.

(A Government of Chhattisgarh undertaking) (A successor company of C.S.E.B.)

CIN: U40108CT2003SGC015822

VIDYUT SEWA BHAWAN, GROUND FLOOR, DANGANIYA, RAIPUR

PHONE NO.: - 0771-2574340, Website-www. Cspdcl.co.in.

E-mail- fin.cspdcl@cspc.co.in

No.05-06/Taxation/ 322

Raipur, Dated: 14 MAY 2026

NOTICE INVITING TENDER

Sealed tenders are invited from eligible Cost & Management Accountant firms: -

Name of Work: - **Engagement of Expert Cost Management Accountant for preparation of Cost Accounting record of CSPDCL for the FY 2025-26 & FY 2026-27.**

Amount of Earnest Money Deposit (EMD): - EMD for the tender shall be Rs 1950/-.

Mode of payment- The payment of EMD should be made through crossed Demand Draft/ Banker's cheque in favour of "**MANAGER, CAU, CSPDCL**", payable at Raipur.

Due dates relating to Tender :-

Particulars	Due Date	Time	Place
(i) Due date of obtaining Tender Form	03/06/2026	15.00 Hrs.	O/o The Executive Director (Fin.) CSPDCL, Vidyut Seva Bhawan, Danganiya, 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	04/06/2026	15.00 Hrs.	
(iii) Due date of opening of Part-I&II Bids	04/06/2026 at 16.00 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 document can be downloaded from our website link <http://cspc.co.in>. and the bidder has to submit EMD in form of crossed Demand Draft/Bankers Cheque in Part I at the time of submission of bid.

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

To,

Sub: - **Tender for Engagement of Expert Cost Management Accountant for preparation of Cost Accounting record of CSPDCL for the FY 2025-26 & FY 2026-27.**

The Ministry of Corporate Affairs, Govt. of India, vide Notification No. GSR 425 (E) dated 30.06.2014, has notified "The Companies (Cost Records & Audit) Rules, 2014" and Rule/amendment thereon. Chhattisgarh State Power Distribution Company Ltd. (CSPDCL) intends to engage expert CMA professional firm for preparation of Cost Accounting record of **CSPDCL for the FY 2025-26 & FY 2026-27**. Accordingly, offers are invited from eligible firms as per enclosed tender in 3 parts:-

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

Part –II Bid: Documents for acceptance of Commercial terms & conditions and PQR.

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

The bid form can be downloaded from Company website <https://cspdcl.co.in/cseb/frmViewTenderesNEW.aspx?paramflag=1>. The three parts of 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) respectively. All the three envelopes should be kept in one large envelope super-scribed as "**Offer for Engagement of Expert Cost Management Accountant for preparation of Cost Accounting record of CSPDCL for the FY 2025-26 & FY 2026-27** 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 04/06/2026 up to 15:00 Hrs.


General Manager (Finance)
C.S.P.D.C.L, 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	03/06/2026	15.00 Hrs.	O/o The Executive Director (Fin.) CSPDCL, Vidyut Seva Bhawan, Danganiya, Raipur C.G 492013. Note:- In case of change in due date, it shall be intimated on the website
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(iii) Due date of opening of Part-I&II Bids	04/06/2026 at 16.00 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.

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:

- (a) Distribution of electricity to LT/HT consumers.
- (b) Compliance of requirements provided under provisions, regulations, notifications, clarification, etc issued by Chhattisgarh State Electricity Regulatory Commission (CSERC).
- (c) Operation and Maintenance of distribution system.
- (d) Billing to LT/HT consumers and collection of revenue from LT/HT consumers.
- (e) Capital investment for improvement and capacity enhancement of distribution system.
- (f) Implementation of various schemes of Central and State Government such as RGGVY, RAPDRP, DDUGJY, IPDS, RDSS etc.

The Accounting structure of CSPDCL:

CSPDCL has 9 accounting units situated through out 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 keeps the accounts of HO/administrative office of the company including itself.
- x) 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

- a. Preparation and maintenance of proper cost records as per the Cost Accounting records (Electricity Industry) Rules, 2001 of the Financial year 2025-26 and 2026-27 in adherence to the subsequent amendments order/clarification and notification thereon, issued from time to time by Ministry of Corporate Affairs, Govt. of India and the cost accounting standards issued by the Institute of Cost Accountants of India.
- b. Preparation of all the proformas required as per relevant cost accounting record rules.
- c. Preparation of all the annexure to cost audit report rules, 2011 and subsequent amendments made from time to time.
- d. To give a true and fair view of the cost of operation and margin of all those items for which cost records are statutorily required to be maintained.
- e. Records have to be maintained in conformity with generally accepted costs accounting principles and cost accounting standard issued by the Institute of Cost Accountant of India to the extent these are found to be relevant and applicable.
- f. Cost records have to be reconciled with the audited financial statements.
- g. CMA firm should visit field offices, if required, for preparation of above mentioned records/reports.
- h. Filing of compliance report as per prevailing statutory requirements to the central government within the prescribed time limit, if required. Firm will be responsible for replying to queries if any, regarding maintenance of cost records/compliance report, received from Cost auditor/ministry of corporate affairs.

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 0771-2576601.
- (b) CSPDCL, at its sole discretion, reserves the right to respond to clarification raised by Applicants.

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 as "**Offer for Engagement of Expert Cost Management Accountant firm for preparation of Cost Accounting record of CSPDCL for the FY 2025-26 & FY 2026-27**" and should be dropped up to 04/06/2026 (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 EMD** in the form of crossed Demand Draft/Bankers Cheque drawn in favour of "**Manager(CAU), CSPDCL**" payable at Raipur needs to be submitted through Part-I Bid. In absence of EMD, Part-II & III bid shall not be opened, EMD of unsuccessful participants shall be returned after awarding the work of preparation of Cost Accounting record to the successful professional firm.
- (b) **Part-II bid** should consist of **-Appendix I and III** 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** (professional fee) duly filled in and signed by the authorised signatory of the CMA firm. The firm shall quote year wise fixed professional fee on lump sum basis including all expenses but excluding GST in column "C" of table 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.

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

7. Earnest Money Deposit

- i. All interested bidders shall submit, along with their Bid, Earnest Money Deposit (EMD) of Rs. 1950/- in the form of DD/Bankers Cheque, drawn on any scheduled bank in favour of "Manager(CAU), CSPDCL" payable at Raipur.
- ii. In case, the bidder withdraws his offer during the validity period, the EMD shall be forfeited.
- iii. Earnest money of unsuccessful bidder shall be refunded after award of contract on successful bidder.
- iv. EMD of bidder on whom the order has been awarded, shall be adjusted towards part of security deposit.
- v. No interest shall be paid on EMD.
- vi. 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) Fee should be quoted in both figure and words. In case of ambiguity between fee in figure 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 CMA firm.

11. Delayed/Late Bids:

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

12. 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 from the bidders. 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.

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: -

- (i) The CMA Firm should have its Registered Head office in Chhattisgarh as on date of publishing the NIT of this tender.
- (ii) Only Partnership firm or LLP should apply.
- (iii) The CMA Firm should be registered with the Institute of Cost Accountants of India.
- (iv) The CMA Firm should have, at least five partners, out of which two must be Fellow member and others may be Fellow/ Associate members of the Institute of Cost Accountants of India.
- (v) Partnership firm should have engaged in preparation of Cost Records for at least **4 years** or at least one of the partners should have working experience for at least 4 years in any State/ Central PSUs in Finance Department.

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.

14. Professional Fee:

- (a) **Minimum fees** – Rs. 82,500/- (including all out of pocket expenses) per year for preparation of Cost Accounting record of CSPDCL. GST as admissible shall be payable extra. If any firm quotes fee less than minimum fees, their offer will not be accepted and rejected.
- (b) The firm shall quote for preparation of Cost Accounting record fee for FY 2025-26 & 2026-27 separately. The fee shall be inclusive of all expenses in column “C” of table in Appendix-II. No out of pocket expenses, TA/DA and Boarding & lodging expenses shall be paid. GST shall be payable extra. No other taxes and duties shall be paid extra.

15. Criteria for evaluation of bids:-

The price bids of all eligible bidders shall be opened and compared. The L1 bidder shall be decided based on the lowest professional fees quoted for the two financial years taken together.

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.

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:-** Firm having more experience in preparation of cost record shall be preferred.
- (ii) **Number of Partners:-** Firm having more no. of Partners shall be preferred.

16. Award criteria:-

CSPDCL 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/E-mail.

17. Validity of offer:

The offer shall be valid for acceptance for a period of 120 days from the last date of submission of bids.

18. 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 period as on date of NIT from participating 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 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.

20. Security Deposit:

Upon acceptance of the offer, the successful professional firm shall be required to deposit a security amount of 10% 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 scheduled bank/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. Program and schedule for the work:

The CMA firms has to submit its program to this office within 7 days from the date of order for the conduct of the work. This program and schedule shall be approved by CSPDCL and strictly be adhered to.

23. Conducting the work:

- (i) The work shall be conducted in accordance with the Companies (Cost Records and Audit) Rules, 2014 and amendments thereon and as per the program and schedule approved for the work. Suitable monitoring shall be done by officer in-charge during the work. The CMA firm shall duly comply with the instructions of office in charge in this regard.
- (ii) All concerned offices shall provide necessary co-ordination to the CMA firm for conducting the work.
- (iii) The work shall be reviewed time to time as and when required. For this purpose, CMA firm shall report the progress in work to the OIC of the work.

24. Co-ordination from offices:

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.

25. Professional ethics to be followed strictly :

While conducting the work assigned through this Enquiry, CMA firm is required to follow the Professional ethics and Code of Conduct set by CMA. The information and data gathered from CSPDCL should strictly be kept confidential and not be delivered to any third party except of CMA Records to an appropriate authority.

26. Completion and acceptance of the work:

The CMA firm will inform the completion of the work to the General Manager (Fin), CSPDCL at Ground Floor, Vidyut Sewa Bhawan, Danganiya, Raipur within 10 days from date of completion of the work. The work so completed shall be reviewed and accepted by an appropriate authority. In case, the work is not accepted due to poor quality or not as per required Rules, Regulation and Act, the CMA firm shall have to carry out the work again to the satisfaction of appropriate authority.

27. Submission of bills for professional fees

The CMA firm shall submit the Bills in Triplicate after completion of the work of relevant financial year as per order and work schedule along with submission of Cost Records in Three Copies, as well as in soft copy of cost records, to General Manager (Fin), Vidyut Sewa Bhawan, Danganiya, Raipur.

28. 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 (Clause 4 of other terms and condition) incorporated in the tender is:-

- i. One ACMA having minimum 2 years post qualification experience in audit.
- ii. One 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 for supervision of overall work to be executed under the contract.

29. Payment terms of professional fees:

No advance professional fee shall be paid. 100% of total professional fee shall be paid generally within 30 days from submission of Bill. The copy of registration certificate for GST shall be submitted along with bill. The tax shall be deducted at source as per prevailing IT & GST rules. In case any documents/reports are found incomplete/deficient bill shall not be processed.

30. Extension of Order:

CSPDCL reserves the right to place on order for extension of contract on the same terms and conditions for a further period of one year i.e. FY 2027-28.

31. 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 cost records subject to maximum of 10% of contract value for relevant financial year shall be imposed on the CMA firm.

32. 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 CMA 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 CMA 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 CMA firm after giving due notice to the professional firm of account, and at the risk and cost of CMA firm.
- (d) Notwithstanding the provisions of the Clauses (a),(b) and (c) as mentioned above, CSPDCL 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 CSPDCL shall be final regarding the acceptability of the report submitted by the CMA firm and CSPDCL shall not be required to give any reason in writing or otherwise at any time towards rejection of same.

33. 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.

34. Force Majeure:

Any cause that is beyond the reasonable control of the CMA 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 CMA 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.

35. Officer in charge

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

36. 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.D.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
1.	The CMA Firm should have its Registered Head office in Chhattisgarh as on date of publishing the NIT of this tender.	The CMA Firm shall be required to furnish the details of offices such as complete address, phone numbers and officer in charge and staff in each office.
2.	Only Partnership firm or LLP should apply.	Firm Card downloaded from CMA Institute should be enclosed.
3	The CMA Firm should be registered with the Institute of Cost Accountants of India.	Registration certificate from ICMAI should be attached.
4	The CMA Firm should have, at least five partners, out of which two must be Fellow member and others may be Fellow/ Associate members of the Institute of Cost Accountants of India.	Firm Constitution certificate should be attached. (Downloaded from CMA Institute).
5	Partnership firm should have engaged in preparation of Cost Records for at least 4 years or at least one of the partners should have working experience for at least 4 years in any State/ Central PSUs in Finance Department.	Work Experience Certificate from the State/ Central PSUs (as the case may be) in their letter head should be submitted. The same may be verified from the organisation, if needed.

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.

Appendix-II (To be submitted in Part-III of bid)

PROFESSIONAL FEE FOR THE WORK OF PREPARATION OF COST ACCOUNTING
RECORD OF CSPDCL FOR F.Y. 2025-26 & 2026-27.

(FORMAT FOR SUBMISSION WITH PART-III PRICE BID)

SL. NO.	Financial Year	Fixed Professional fee on lump sum basis Inclusive of all charges for the Work of preparation of cost accounting record of CSPDCL
(A)	(B)	(C)
1.	FY 2025-26	
2.	FY 2026-27	
Total		

Total fees (in words)

Note:- The firm shall quote fees on lump sum basis including all expenses in column "C".
GST shall be paid extra. No out of pocket expenses, TA/DA and Boarding & lodging
expenses shall be paid.

Signature of authorized representative
Seal

Appendix-III (To be submitted in Part-II of bid)

UNDERTAKING

We undertake that there is no legal suit/criminal case pending or contemplated against our 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 prepare Cost Records of CSPDCL for financial year 2025-26 & 2026-27.

**Signature of authorized representative
Seal**