

CHHATTISGARH STATE POWER DISTRIBUTION COMPANY LTD.

**TENDER SPECIFICATION NO.05-06/Estt./CA/1116 dtd.18.08.2026
DATE OF OPENING 10.09.2026 AT 16.00 HRS**

RFX No. 810005 3890

**Tender for providing 5 Chartered Accountant (CA) &
1 Cost & Management Accountant (CMA) candidates**

Issued to

M/s -----

On payment of Rs. 5000/- (Inclusive of GST @ 18%) On purchase from office &
Rs. 5000/- (Inclusive of GST @ 18%) online downloading.

TENDER FEE:

Rs. 5000/- (Inclusive of GST @ 18%) in shape of
D.D. will be in favour of
Manager (CAU), CSPDCL, Raipur.


**General Manager (Fin.)
CSPDCL, Raipur**

छत्तीसगढ़ स्टेट पॉवर डिस्ट्रीब्यूशन कंपनी लिमिटेड

कार्यालय : महाप्रबंधक (वित्त)

विद्युत सेवा भवन, भूतल, डूंगनिया रायपुर

Telephone-0771-2574359, 2576601 Webside-www.cspdcl.co.in, E-mail-fin.cspdcl@cseb.gov.in

क्र.05-06 / स्था. / सीए. / 1116

दिनांक 18.08.2026

निविदा आमंत्रण सूचना

महाप्रबंधक (वित्त) छत्तीसगढ़ स्टेट पॉवर डिस्ट्रीब्यूशन कंपनी के कार्यालय हेतु 5 Chartered Accountant & 1 Cost & Management Accountant की सेवाओं हेतु अस्थाई अल्पकालीन अनुबंध हेतु उपयुक्त आपूर्तिकर्ताओं से मुहरबंद निविदाएं आमंत्रित की जाती है।

क्र.	कार्य का नाम	संख्या	निविदा का मूल्य Tender Cost	बयाना राशि EMD
1	Chartered Accountant/Cost & Management Accountant	06	₹ 5000/- (जीएसटी सहित) वापसी योग्य नहीं	₹ 82,000/- वापसी योग्य
अ	निविदा क्रय करने की अंतिम तिथि व समय		10.09.2026	14:30 बजे तक
ब	निविदा जमा करने की तिथि व समय		10.09.2026	15:00 बजे तक
स	निविदा खोलने की तिथि व समय		10.09.2026	16:00 बजे तक

नियम व शर्तें :

- इच्छुक सी.ए./सी.एम.ए. फर्म उपरोक्त निविदा का क्रय, महाप्रबंधक (वित्त) छत्तीसगढ़ स्टेट पॉवर डिस्ट्रीब्यूशन कम्पनी मर्यादित के कार्यालय से उपरोक्त तिथि तक निविदा मूल्य रु. 5000/- (जीएसटी सहित) केवल डी0डी0/स्थानीय बैंकर्स चेक द्वारा प्राप्त कर सकते हैं, जो "Manager (CAU) CSPDCL, Raipur" को देय हो।
- निविदा एवं कार्य संबंधी जानकारी कार्यालयीन समय में निविदा प्रपत्र क्रय करने की अंतिम तिथि तक अधोहस्ताक्षरकर्ता के कार्यालय से प्राप्त की जा सकती है।
- उक्त निविदा की समस्त प्रक्रिया को ई-बिडिंग (E-Bidding) के तहत किया जाना है। विस्तृत विवरण प्रपत्र-I में उल्लेखित है। निविदाकर्ता निविदा की शर्तों को ध्यानपूर्वक अवलोकन कर निविदा को (E-Bidding) Portal पर जमा करें तथा हार्ड कापी में भी जमा करें।
- अधिक जानकारी के लिए CSPDCL के Website www.CSPC.Co.in/CSPDCL/Tender देखें।


महाप्रबंधक (वित्त)
छ.स्टे.पा.डि.कं.लिमि. रायपुर

बिजली की बचत ही बिजली का उत्पादन है

SCHEDULE- I

GENERAL TERMS AND CONDITIONS OF TENDER

TENDER SPECIFICATION NO.05-06/Estt./CA&CMA/1116 dated 18.08.2026

DATE OF OPENING 10.09.2026 AT 16.00 HRS

1. Offers are invited from the chartered accountant/cost & management accountant firms having registered office at Raipur (C.G) for providing 5 Chartered accountants (CA) and 1 Cost and management accountant (CMA) having minimum 3 year experience as professional.
2. **E-Bidding & Due date:** Please note that the Tender shall be processed through E-Bidding. Instructions to Bidders for submission of Bids through SAP-SRM Module (E-Bidding) are detailed in Annexure-I. The bidders are requested to go through these Instructions carefully and submit the tender in E-Bidding portal and also in hard copy accordingly.

RFX No. is 81000..... Due date of submission of tender is 10.09.2026 upto **3:00 PM** and tender will be opened on **same day at 4:00 PM** in the office of General Manager (Fin.), CSPDCL, Raipur.

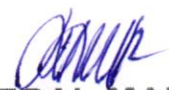
Tender Fee:- The tender document can also be downloaded from official website of the CSPDCL (www.cspc.co.in/cspdcl). In case bidder chooses to submit his offer on download tender document, they will be required to deposit specified tender fee (cost of tender documents-non refundable) in form of DD in favour of Manager (CAU), CSPDCL, Raipur payable at Raipur. The bank draft shall be issued from the nationalized/scheduled bank. DD should be enclosed with the part II of the tender offer. In absence of tender fee, offer will not be considered for opening of price bid.

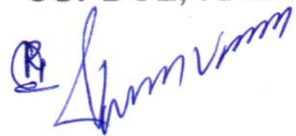
3. Offer must be submitted in one sealed envelope which shall contain two sealed envelopes as under :-
 - (i) The **first sealed envelope should contain** the **Earnest Money Deposit** in proper form and in envelop "Tender name and number, EMD with amount, due date of opening, and name of bidder with address, telephone/mobile numbers for contact and addressed to GM(Fin.), CSPDCL, Raipur" must be superscribed clearly.
 - (ii) The **Second Envelope** should contain the details of the firm alongwith registration and other required documents. Tender name and No., due date of opening and name of the bidder with address, telephone / mobile numbers for contact and addressed to GM(Fin.), CSPDCL, Raipur." must be superscribed clearly
 - (iii) Price Bid must be submitted through E-bidding only.

The above should be submitted in another **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 17 at the office of **GM (Fin), CSPDCL, Ground floor, Vidyut Sewa Bhawan, Danganiya Raipur on or before 10.09.2026 up to 15:00 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.**

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.82,000/- 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 for all 6 CA/CMA on per month basis inclusive of all expenses and duties except GST which shall be paid extra. As per actuals.
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. The tender offer should be valid positively, for acceptance for a period of 3 months from the date of opening; otherwise liable for rejection.
11. **Evaluation of Bids:-** The bids will be evaluated on total amount of financial commitment for complete 2 years period (i.e 1st year monthly amount quoted x12 + 2nd year monthly amount quoted x12). Further, an undertaking must be provided with bid that in case the bidder gets the work order, they will continue to make available the specified CA/CMA (with power company experience, if any) for the entire contract period.
12. Further information required (if any) can be obtained from the **O/o GM (Fin), CSPDCL, Raipur.**

13. 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.
14. The Company reserves the right to accept/reject any tender without assigning any reason thereof.
15. 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.
16. **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 on e-bidding portal (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.
17. The Earnest Money will be refunded to un-successful tenderers within 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.
18. This forfeiture shall be without prejudice to the right of the Company to recover further damages, if any, from the tender.
19. **Security Deposit :-** 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 for the first year period towards Security Deposit in the form of Demand Draft or TDR/STDR in favour of "Manager (CAU) CSPDCL, Raipur". Before commencement of 2nd year, the firm has to renew the Security Deposit of first year to the value equivalent to 10% of contract value for 2nd year period.
20. 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.


**GENERAL MANAGER (FIN.)
CSPDCL, RAIPUR**



SCHEDULE - II

SPECIAL TERMS & CONDITIONS:

TENDER SPECIFICATION NO.05-06/Estt./CA & CMA/1116 dated 18.08.2026
DATE OF OPENING 10.09.2026 AT 16.00 HRS

1. QUALIFICATION FOR THE BIDDERS:-

- i. The CA/CMA firm should have its registered office in Chhattisgarh State with Branch/Main Office located at Raipur.
- ii. The CA/CMA to be appointed should have minimum 3 year post qualification experience as professional.
- iii. The firm should submit necessary documentary evidence of having an average annual turnover of atleast Rs 20 lakhs or more during previous 3 years i.e. 2022-23, 2023-24 & 2024-25.
- iv. The firm should not have been debarred by any C.S. Power Companies as on date of opening of Tender.

2. SCOPE OF WORK:-

The bidder shall provide following man power:-

- (i) 5 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) The CA/CMA must have good professional knowledge.

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 GM (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 candidates provided as above shall have to attend the office regularly during working hours (currently from 10.00 AM to 5.30 PM) at Raipur and have to put attendance sign in the bio-matric portal. Putting sign in the bio-matric portal shall only be for billing purpose and candidates shall not claim to be in the payroll of the

company. The candidates shall be allowed leave on National holidays, Saturday and Sunday, 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 or in a month, 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 & Raigarh as and when directed for which no vehicle shall be allowed. TA/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 Bilaspur, Ambikapur, Jagdalpur, Durg, Rajnandgaon, Raigarh 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 2013. 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 GST, TDS etc. are deducted from bills. It is also to be scrutinized that collected from consumers are properly recognized and accounted for.
- (iii) GST and 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 & OPS deduction and remittances.
- (xii) Scrutiny of trial balances of all business area.
- (xiii) Preparation of party wise power purchase ledgers and its reconciliation with concerned entities.
- (xiv) 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. As per new ind as.
- (xv) Preparation of quarterly A/c for submission to SEBI.
- (xvi) Preparing cost accounting records of the company as statutory compliance required as per notification dated 30th June 2014 issued by Ministry of Corporate Affairs.
- (xvii) 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 bills shall be submitted in triplicate to this office on the monthly attendance basis in the first week of subsequent month and the payment will generally be released by the office of Manager (CAU)

CSPDCL Raipur within 30 days, however no interest shall be payable for any delay.

8. INCOME TAX:-

Income Tax at source as per Income Tax Act 1961 will be deducted from the gross amount of each bill for which TDS certificate may be issued once in a financial year from accounts department on request as per rule.

9. A. GST :-

Tenderer shall submit documentary evidence for Registration regarding GST with appropriate authority.

B. OTHER TAXES / DUTIES:-

Any other taxes or duties imposed by the Central/State Govt. or local body from time to time during currency of the contract shall be borne by 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 the SD may be forfeited.

12. EXTENSION ORDER:-

CSPDCL reserve the right to place the extension order upto further period of 1 year after due approval, on the same terms and conditions. The rates for extension period shall be incremented by the same percentage as tendered from 1st year to 2nd year.

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. CSPDCL shall not reimburse these costs. Failure of the

successful Applicant to sign the contract within seven days of intimation shall constitute sufficient grounds for the annulment of the award, in which event the CSPDCL may blacklist the bidder and make the award to another Bidder or call for fresh bids.

15. **Bidder firm must provide following additional information:-**

Sr. No.	Particular	Data
01.	Name of bank & Branch	
02.	Name of Account Holder	
03.	Bank A/c No.	
04.	Type of Account Current/Savings	
05.	Bank IFSC Code	
06.	Bank MICR Code	
07.	PAN No.(copy to be enclosed)	
08.	Mobile No./Phone of the Contractor	
09.	GST Registration (copy to be enclosed)	

(Please attach **self-attested photocopies** of the above mentioned documents at Sr. No.15)


General Manager (Fin.)
CSPDCL Raipur





SCHEDULE- III

PRICE BID

TENDER SPECIFICATION NO.05-06/Estt./CA & CMA/1116 dated 18.08.2026
DATE OF OPENING 10.09.2026 AT 16.00 HRS

Amount in Rs./per month including all expenses and duties except GST which shall be paid extra. as per actuals.

S. No.	Year	Amount in Rs./Month (Figures) for total 6 nos. CA/CMA	Amount in Rs./Month (Words)
1	Year 1		
2	Year 2		

In case of any discrepancy in amount quoted in figures and words, the amount in figures shall be treated as final.

SEAL & SIGNATURE

NAME OF PERSON SIGNING DOCUMENT

Address of Bidder:

Phone (mobile) (LL)/Fax

UNDERTAKING

TENDER SPECIFICATION No. 05-06/Estt./CA & CMA/1116 dated 18.08.2026
DATE OF OPENING 10.09.2026 AT 16.00 HRS

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

Signature of tenderer

Place:

Name (in full)

Date :

Status in the firm

Seal of the firm

ANNEXURE - I

INSTRUCTIONS TO BIDDERS FOR SUBMISSION OF BID THROUGH SAP-SRM (E-BIDDING)

The tender specification No.05-06/Estt./CA & CMA/1116 Dt.18.08.2026 is to be processed tender for engagement of Chartered Accountant/Cost & Management Accountant for CSPDCL. The bid is to be submitted online as well as offline (hard copy). Details of NIT & Tender Documents are available on our website – <http://www.cspdcl.co.in> & <http://ebidding.cspdcl.co.in:50700/iri/portal>. The bidder may download the same from there. In e-bidding portal, tender documents will be displayed in online tender display at Technical RFx section.

Last date & time of submission of bid in hard copy along with samples and also in softcopy is 10.09.2026 upto 15.00 Hrs and due date & time of opening of part-I and part-II of the tender is 10.09.2026 at 16:00 Hrs.

Important Instructions :-

- ❖ Please note that this tender shall be processed online as well as offline. The bidder has to submit all the documents in hard copy as per tender specifications in three envelopes. Besides above, scanned copy of following documents are to be uploaded in e-bidding portal:-

- (a) The scanned copy of DD for tender fee. (If hardcopy is purchased the bidder should retain copy of DD of tender fee or uploading in the system)
- (b) The scanned copy of DD for EMD/ EMD exemption.

It may please be noted that only above mentioned documents are to be uploaded in e-bidding portal and no other document is required to be submitted in e-bidding portal. The bidder shall give reply to following questions regarding above documents in e-bidding portal:-

- (i) Whether copy of tender fee DD uploaded. Yes/No
- (ii) Whether copy of EMD DD /EMD Exemption uploaded. Yes/No

- ❖ The duly filled and signed-price and quantity Schedule-III is only to be submitted with hard copy. It is not required to be uploaded with e-bid (i.e. scanned copy is not to be attached in soft copy). Only the rates are to be filled in item tab in e-bid in SAP SRM System (online tender). However in case of failure of online system the rates quoted in hard copy will prevail. It is mandatory to indicate the Price in prescribed Schedule for price bid in hard copy as well as in soft copy in e-bidding portal. 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 scrutiny of techno-commercial bid, the price bid will be opened in e-bidding system only of eligible bidders for which suitable intimation will be given to the bidders offline & through email.
- ❖ Please note that e-mail is always system generated, hence bidders are advised to regularly check their inbox/junk mail box.
- ❖ CSPDCL 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.

- ❖ After end of submission dead line, no alteration in the tender will be allowed by the system. However, in case of extension of due date of opening of tender, the bidders will be allowed to submit revised bid in the system.
- ❖ CSPDCL will not accept incomplete bid.
- ❖ The bidder must have a valid Digital Signature & SAP SRM User ID. User ID & Password from CSPDCL and Digital Signing Certificate and Digital Encryption Certificate from any recognized digital signature issuing authority are required for participation in any Tender. The bidder shall intimate in advance regarding details of digital signature issuing authority for ensuring the reliability of the same. For User ID and Password for participating in the tender, the bidder shall contact with concerned department i.e. EITC at 0771-2576672/73
- ❖ The e-bidding vendor user manual displayed on website- <http://ebidding.cspcl.co.in:50700/irj/portal> for the help of the bidders. For any further queries the bidder may contact at Helpline no. 0771-2576672/73 (EITC, CSPDCL, Raipur)
- ❖ The training for bidders will be on every Wednesday from 3.00 pm to 5.00 pm at office premises of Energy Info Tech Center (EITC) at Dangania, Raipur.
- ❖ 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 on due date 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 CSPDCL 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.
- ❖ Amendment in tender specification will be published on our website as well as in SRM system and the intimation regarding amendment in date extension will be conveyed through system generated e-mail to registered bidders only.
- ❖ Before participating the bidder shall carefully read all the instructions and processes.
- ❖ Tender duly completed in all respects will be accepted online up to due date & time and will be opened on the due date at specified time in the presence of tenderers or their authorized representatives. In case of authorized representative(s) they shall bring the original authorization letter with their signature attested by the tenderer.


General Manager (Fin)
CSPDCL, Raipur



