



CHHATTISGARH STATE POWER HOLDING COMPANY LIMITED

(A GOVT OF C.G. UNDERTAKING) CIN No. U65993CT2008SGC020995

O/o Executive Director (HR), Chhattisgarh State Power Holding Company Limited

No. 01-01/Sec. Audit/TS- 5421

Raipur, Date : 23 DEC 2021

135/2021

NOTICE INVITING TENDER

(E-Bidding)

RFx No. - 8100024128

Tender Specification No.	Description	Tender Fee	EMD	Due Date & Time for submission of Tender
01-01/ Sec. Audit/TS-	Tender for the work of "Secretarial Audit of CSPHCL, CSPGCL, CSPTCL & CSPDCL for the year 2020-21 & 2021-22.	Rs. 236/- (Inclusive of GST @18%)	Rs. 3,500/-	17/01/2022 up to 15:00 Hrs.

NOTES:-

- For more details, Tender schedule & Tender Documents visit our website :-
<http://www.cspc.co.in> > ebidding > ebidding web portal (OR) <https://ebidding.cspcl.co.in:50724/irj/portal>
Any Corrigendum / amendments, if required, shall be displayed on websites only.
- For online submission of bid, the bidder may take online help from "e-bidding vendor user manual" displayed on our website- <http://www.cspc.co.in> > ebidding > ebidding web portal > Bidder Information (OR) <https://ebidding.cspcl.co.in:50724/irj/portal> > Bidder Information.
[Helpline no. 0771-2576672/73 (EITC, CSPDCL) between 11.00 AM to 05.30 PM on all working days or email: ebidding@cspc.co.in]
- The bidder must have a valid Class II or III Digital Signatures with sufficient validity to participate in E- tender & SAP SRM User ID. There will be training for bidders on every Wednesday from 3.00 pm to 5.00pm at EITC, CSPDCL, Danganiya campus, ground floor, Seva bhawan.
- Process for online payment of Tender Fee:**
The bidder shall deposit the Tender Fee amount as mentioned in the NIT. Process for Online Payment of Tender Fee:
 - Bidder can participate in Tender only after the successful payment of Tender fee.
 - Bidder has to pay Tender Fee online through CSPCL e-Bidding portal.
 - For payment of Tender Fee, bidder can pay through the following payment modes of the Bill Desk (Payment Gateway Provider):

Mode	Transaction Charge
Credit Card	1.25% of amount + Taxes
Debit Card	0.75% (upto Rs. 2000) & 1.00% (> Rs. 2000) + Taxes
Net Banking	Rs. 10/- + Taxes

All the above transaction charges will be borne by the bidders.

- Online payment transaction charges will be displayed to the bidder as soon as bidder clicks on the "Payment" option and also in respective bank page after redirecting to Bank portal.
 - Bidder can pay Tender Fee before the Submission deadline of Rfx/Tender in e-bidding portal. Once the submission deadline is over, system will not allow to paying online Tender Fee.
 - Bidder can download the payment receipt of Tender Fee immediately after its successful payment.
 - The payment of Tender fee is non-refundable as per prevailing practice.
- Process for online payment of Earnest Money Deposit (EMD):**
 - The bidder has to pay EMD online through CSPCL e-Bidding portal (if not exempted). Online EMD payment will be allowed only if the Tender Fee has been paid.

Registered Office: Second Floor, Vidyut Sewa Bhawan, Dangania, Raipur- 492013 (Chhattisgarh)
Phone-2574040, 2574114, Fax- 0771-2574700, website: cspc.co.in/cspcl, e-mail-dgmhrs@cspc.co.in

- b. For payment of EMD, bidder can pay through the following payment modes of the Bill Desk (Payment Gateway Provider):

Mode	Transaction Charge
Credit Card	1.25% of amount + Taxes
Debit Card	0.75% (upto Rs. 2000) & 1.00% (> Rs. 2000) + Taxes
Net Banking	Rs. 10/- + Taxes

All the above transaction charges will be borne by the bidders.

- c. Online payment transaction charges will be displayed to the bidder as soon as bidder clicks on the "Payment" option and also in respective bank page after redirecting to Bank portal.
- d. Bidder can pay online EMD before the Submission deadline of Rfx/Tender in e-bidding portal. Once the submission deadline is over, system will not allow paying online EMD.
- e. Bidder can download the payment receipt of EMD immediately after its successful payment.
- f. Bidder's bid will be considered only if Tender fee is paid and EMD is received by CS Power Holding Companies except for the waived bidders.
- g. Waived bidders can attach their waving certificate in COLLABORATION folder before submitting the bid. Waiving certificate can be attached at any stage of filling response on e-Bidding portal but it has to be done before submission deadline of Rfx.
- h. If Waived bidders have not attached waving certificate or the attached certificate duration is over/validity period expired, in such cases CSPACL has right to reject the Bid.

Tenders without valid Earnest Money shall be summarily rejected

- (6) Technical Bid (online) & EMD (online) for the above tender shall be opened on Bid Opening Date. Date of Price Bid opening (online) shall be intimated later on to all qualified bidder in due time.

A. Qualifying Requirement:

S.N.	Condition for PQR	Document Required
1	The Bidder should have its Registered/ Head / Branch office in Chhattisgarh, preferably in Raipur(CG).	An undertaking along with copy of utility bills to be provided. (The Company Secretary 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	The Bidder should have 2 (two) years experience of conducting secretarial and who are in practice for at least 10 (ten) years as on date of issue of tender will be considered as eligible for participation in the tender.	Copy of signed secretarial audit report or appointment letters for 3 (three) years to be submitted by the bidder. The completed audit assignment will be considered for eligibility of PCS Experience of one of the partners of the Company Secretary Firm in case of partnership firm and of the promoter in case of proprietorship firm should be at least ten (10) years. Copy of the Certificate of Practice (CoP) of the partner or the proprietor shall be required to be submitted.
3	The Bidder should have, at least two active partners in full time practice or the PCS should have minimum two full time employees who are with ICSI membership. (other than PCS)	A. An Undertaking with: (i) Registration of the firm with the ICSI (ii) Membership No. issued by ICSI (iii) Certificate of Practice Number issued by ICSI (iv) List of Partner/ Full time Employees (v) Detail of Professional Qualification (vi) Work Experience B. Brief Profile of Partners/Full time Employees to attached
4	The Company Secretary Firm should have minimum average annual professional receipts of Rs. 10,00,000/- (Rupees Ten lakh only) during the last three financial years, i.e. during 2017-18, 2018-19 and 2019-20.	Attached copy of audited financial statements/ ITRs/ CA Certificate for last three year 2017-18, 2018-19 and 2019-20.

B. Technical Bid & Price Bid submission:

- a) This is a E-tender case and bidders shall submit Technical Bid and Price Bid in ONLINE ONLY.
- b) Confirmation of Acceptance of Insurance coverage, Complete tender document i.e. General terms & Condition, Questionnaire, along with deviation statement if any etc. are to be attached in Rfx information Tab (notes and attachment –attachment for technical bid).
- c) In case of any deviation 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) All the bid related documents are to be uploaded with your digital signatures in the tender document folder under created bid option
- e) 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.

Others:

- a) It is to be ensured that vendors should have valid Login ID/ Password before creation of Bid. Please contact CSPHCL well in advance to get the same.
- b) Vendors should have valid Class II & III Digital Signatures with sufficient validity to participate in ETender / SRM.
- c) All deviations/exceptions, if any must only be given in the Deviation Schedule to be uploaded in Rfx information Tab (notes and attachment – attachment for technical bid). Any deviation/exception mentioned elsewhere would not be given effect to.
- d) 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.
- e) All attributes must be suitably replied to, before submission of bid.

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. 0771-2576672/6673.

Note:

- a) CSPHCL 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) CSPHCL 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.

IMPORTANT INSTRUCTIONS/ NOTES FOR E-BIDDING

- ☐ Please note that this tender is exclusively and entirely processed online, 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 are accepted only through online procedure.
- ☐ CSPHCL 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.
- ☐ CSPHCL 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 **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:50724/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 CSPHCL 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.

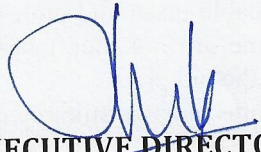
☐ User id, Password, Digital Signing Certificate and Digital Encryption Certificate require for participation for any Tender. For User id and Password requesting you to contact with concerning department.

☐ Before participating needs to read carefully all instructions and processes. User manual and instruction documents are available in <http://cseb.gov.in/csptrdcl/tender/etender/etenderindex.htm> or click on Bidder Information link in <http://ebidding.cspdccl.co.in:50724/irj/portal> url.

☐ Amendment, Price Bid opening date will inform by e-mail.

☐ If due to any reason the documents are not attached in techno-commercial bid, CSPHCL will not be responsible & such tenders would be out rightly rejected.

☐ If the documents are shown attached in techno-commercial bid but due to any reason could not be opened, another copy will be accepted by mail on request of CSPHCL.


EXECUTIVE DIRECTOR (HR)
CSPHCL, RAIPUR

O/c Jt
23/12