

TENDER DOCUMENT FOR ONLINE BIDDING

CHHATTISGARH STATE POWER HOLDING COMPANY LIMITED
(A Successor company of Chhattisgarh State Electricity Board)
(A GOVERNMENT OF CHHATTISGARH UNDERTAKING)



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GENERAL TERMS & CONDITIONS

OF

TENDER SPECIFICATION

(PURCHASE/WORKS: BY E-BIDDING)

OFFICE OF THE GENERAL MANAGER (HR)

**2nd floor, Vidyut Sewa Bhawan, Dagania, CSPHCL, RAIPUR (Chhattisgarh)-
492013**

Please note that this document is for only reference of bidder. No bid will be accepted in this form/ document.

CHHATTISGARH STATE POWER HOLDING COMPANY LTD.
(A GOV. OF CHHATTISGARH UNDERTAKING)
(A SUCESSOR COMPANY OF C.S.E.B)
2nd FLOOR, VIDYUT SEWA BHAWAN, DANGANIA, RAIPUR (C.G.)

Phone : - 0771-2574114, 2574040

Fax : - 0771-2574700

TENDER SPECIFICATION

- (A) (i) Tender No. :- **01-01/2021/PCS/TS-141/2022**
- (B) Description :- **Tender for appointment of Practice Company Secretary for preparation of Director Report, Annual Return, Filing, Preparation & certification of various e-form etc. of CSPHCL,k**
- (C) Due date and time for submission of Tender :- **06/04/2022** up to 15:00 Hrs.
- (D) EMD :- **Rs. 1,500/-** (Rs. One Thousand Five Hundred only)
- (E) Issued to :- M/s
-
-
-
- (F) Tender fees :- **Rs. 236/-** (Inclusive of GST @ 18%).

ADDL. GENERAL MANAGER (HR)
C.S.P.H.C.L, RAIPUR

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BEFORE SUBMITTING YOUR QUOTATION PLEASE ENSURE

1. That required payment of Earnest Money (EMD) and Tender fee only.
2. That technical specification is very clear and exact as per our requirement.
3. That the deviations, if any, have been clearly mentioned in deviation sheets and scanned copies attached.
4. That the performance certificate / copies of order executed for similar items / works to reputed consumers are attached.
5. That all the relevant documents to qualify in tender as per PQR is self attested, scanned and attached at appropriate stage of filing your offer online.
6. That hard copies of all relevant documents are preserved and are ready to be submitted on demand within specified period otherwise the offer may be rejected.
7. This document contains terms and conditions for both supply and works. However, relevant terms and conditions will be applicable to respective part.
8. The hindi text is in "Kruti Dev 010" font.

INSTRUCTIONS TO THE TENDERERS
(TENDERING CONDITIONS)

1. **THE EXECUTIVE DIRECTOR (HR), CSPHCL RAIPUR (C.G.)**- on behalf of the "Chhattisgarh State Power Holding Company Limited" here in after referred to as "Company" invites tenders/ bids for **Works**, in accordance with the **GENERAL - TERMS & CONDITIONS**.

2. **BASIC QUALIFICATION FOR BIDDERS:**

The bids is open to any firm/ party/ contractor, who provides satisfactory evidence that he-

- (a) Meets the qualifying requirements as mentioned in the pre qualifying requirement sheet **(Schedule-I)**.
- (b) Has adequate financial stability and status to meet financial obligations pursuant to the scope of this assignment. In support, the bidder may submit self attested copies of "Profit & Loss Account/ balance sheet" for last three years along with certified copy of balance sheets, P&L account sheets from CA/ scheduled bank.
- (c) Has organization with required adequate technically qualified work force in support, list of technically qualified personnel on roll be furnished.

3. **SUBMISSION OF BIDS:**

(i) The tender shall be submitted in three (3) parts:-

PART-I shall contain **“EARNEST MONEY DEPOSIT & TENDER FEE”**. (**Ist Envelope**)

PART-II shall contain **“COMMERCIAL BID AND TECHNICAL BID”**. Relevant information that the tenderers are liable to submit all the Schedules and any other information that is sought in the tender. (**IInd Envelope**)

PART-III – shall contain **“PRICE BID”**. (**IIIrd Envelope**)

NOTE: Please note that no one is exempted from tender fee and is mandatory for all. Without tender fee the offer will be rejected out rightly. **Tender fee is non refundable.**

(ii) **Tender being submitted must be signed by a person holding a power of Attorney authorizing him to do so, certified copies of which shall be enclosed.**

(iii) **All the three parts shall be submitted in three separate sealed envelopes and these envelopes shall be properly superscribed as Part-I “Earnest Money Deposit & Tender Fee”, Part-II “Commercial Bid and Technical Bid” and Part-III “Price Bid”**. Each envelope shall also be superscribed with name of item and T.S.No. for which the tender is submitted, the name of the said tenderer and the date of opening, as advertised.

(iv) **The above three envelopes duly sealed are to be kept again in one envelope called main envelope and sealed. If tender document downloaded from our website, tender fee (through Demand Draft) in part-I envelop should be attached with main envelop, otherwise in absence of tender fee your offer will not be consider for opening.** This envelope should be properly superscribed in the following manner:-

TENDER SPECIFICATION NO.DUE FOR OPENING ON-.....Engagement of PCS/PCS firm for Preparation of Directors Report, Annual Return, preparation & certification of any e-form etc.

THIS ENVELOPE CONTAINS 3 SEPARATE ENVELOPES FOR:-

- i) PART-I “ EARNEST MONEY DEPOSIT & TENDER FEE”**
- ii) PART-II “COMMERCIAL AND TECHNICAL BID”**
- iii) PART-III “PRICE BID”**

The following shall also be mentioned as main envelope:-

TO,

**THE ADDL. GENERAL MANAGER (HR)
C.S. POWER HOLDING CO.LTD.
DANGANIA, RAIPUR- 492013 (C.G)**

4. DATE AND TIME OF OPENING OF BIDS:-

Tender shall be opened after the due date and time as notified. Since the tender is online, the time of opening is governed by the system availability.

If due date of opening is declared as holiday by the Govt. or local administration, it will automatically get shifted to the next working day, for which no prior intimation shall be given.

It may please be noted that the due date /time of opening can be altered, extended, if desired by the company, without assigning any reason thereof. However, due intimation shall be given in such a case.

5. OPENING OF PART-I AND PART-II:-

First Tender fee and EMD shall be opened. After verification about submission of Tender fee & EMD in proper manner, Part II (Techno-commercial bid) shall be opened.

6. PROCESS OF EVALUATION OF TECHNO-COMMERCIAL BID AND OPENING OF PRICE BID AND REVERSE LIVE AUCTION (RLA):-

After opening of Technical bid, it shall be scrutinized and clarification shall be sought on techno commercial matter, if required.

As a result of clarifications / discussions obtained in writing on technical and commercial matter, the tenderer shall be free to indicate the effect of such changes on their prices in terms of percentage and submit a sealed "Supplementary Price Bid" within specified time, to take care of any deviations / alterations on account of changes on technical or commercial matters. However, no changes will be permitted to mail on the original price bid.

In case, clarifications are not submitted by the tenderer within the specified time. The Company, reserves the right not to open the price bid of such tenderer. Further, in case, it is found that in spite of clarifications on techno-commercial matters, the offer has not come to a desired level, the Company, at its discretion, may not open the price bid.

Tenderers shall, therefore, have to ensure that their tender/ bid is in conformity with the Company's tender specifications.

The date of opening of part III (Price Bid) shall be notified to the bidders whose bids are found to commercially & technically acceptable. Company's decision shall be final & binding on the tenderers.

7. TENDERERS TO PLEASE NOTE THAT:-

- (a) Tender is to be submitted strictly in accordance with the tender specifications, terms and conditions laid down in tender documents.
- (b) Submission of the tender by the tenderer implies that he has read and accepted the instruction, terms and conditions for the purchase/contract etc. and made himself aware of the particulars/specifications of the materials / works / jobs to be supplied/done, site conditions and other factors affecting on execution of the contract. The tenderer may visit site if wish so, with due permission and procedure to their better assessment.
- (c) Canvassing in any form is strictly prohibited and tenderer found to have resorted to canvassing shall be liable to have his tender rejected summarily.
- (d) If the tenderer deliberately gives wrong information in his tender to create circumstances for acceptance of his tender, the Company reserves the right to reject such tender at any stage.
- (e) All documents of the tender submitted shall bear full dated signature with seal of the tenderer.
- (f) Tender which is incomplete, obscure, and irregular or is only for part of the supply/work schedule is liable to be rejected.
- (g) Telegraphic/telex/fax offers shall not be entertained.
- (h) The Company shall not be liable for any expenses incurred by the tenderer in preparation of tender, whether his tender is accepted or not.
- (i) Tender cost is not refundable.
- (j) The documents should be free from errors, over writing and corrections. Any correction, where unavoidable, shall be made by crossing out and rewriting with dated signature.
- (k) Conditional tenders are liable to be rejected.
- (l) Submission of tender will be deemed to be an acceptance of all terms and conditions of the said act. The tenderer shall have to ensure that documents are available with them in time and similarly bid is submitted as per schedule. CSPHCL shall not assume any responsibility for any unforeseen system constraints, failure of network etc. either for the/ while filing of tender. No extension in time shall be granted on such grounds.
- (m) The Company reserves the right to reject any or all tenders or to accept any tender in full or part considered advantageous to the Company irrespective of whether it is lowest or not, without assigning any reason whatsoever.

8. VALIDITY OF TENDER:

The fact of the submission of tender shall be deemed to constitute an agreement between the tenderer and the Company whereby such tender shall remain open for acceptance by the Company for a period of six (6) months from the date of opening of the tenders. During this period, the tenderer shall not withdraw or amend his offer. The Earnest Money deposited shall be forfeited, if the tenderer withdraws amends, impairs or derogates from the tender in any respect within Validity period.

9. EARNEST MONEY DEPOSIT:

The tenderer shall deposit the Earnest Money amount as mentioned above only as mentioned in the front page of this tender specification.
Tenders without Earnest Money shall be summarily rejected.

The Earnest Money will be refunded to the un- successful tenderers within a reasonable time after the finalization of the tender. Earnest Money deposited by the successful tenderer shall be retained till requisite Security Deposit for due and proper fulfillments of the supply order/work contract awarded is deposited fully by the successful tenderer and is accepted by the Company.

No interest shall be paid on the Earnest Money Deposited by the tenderers.

The Earnest Money may be forfeited on following grounds:-

- (a) On revocation of tender during validity period.
- (b) On refusal to accept order/ enter into contract after the work is awarded to a tenderer.
- (c) If the supply/ work is not made/ commenced after award within stipulated period.

10. AMENDMENT IN SPECIFICATIONS/ SCHEDULES:

The Company may revise or amend specifications / schedules of supply/ work prior to the date notified for opening of the tenders. Such revision / amendment, if any will be communicated to all tenderers as amendment/ addendum/ corrigendum to the invitation of the tenders.

11. Alternative Bids:

Bids should be submitted as per intent of tender documents, as alternative offers are liable to be rejected.

12. MISTAKES IN BIDS:

Any variation in rates on any grounds such as mistakes, misunderstanding etc. will not be allowed.

13. BASIS FOR RATES:

Rates are to be quoted on the basis as desired in the tender documents

RATES QUOTED SHOULD BE 'FIRM' FOR THE TOTAL PERIOD OF CONTRACT.

14. ACCEPTANCE OF PART/WHOLE BIDS:

Company reserves the right to accept/reject wholly or partly any or all the tenders without assigning any reason whatsoever. No correspondence in this respect shall be entertained by the Company.

15. AMBIGUITIES IN CONDITIONS OF BID:

In case of ambiguous or self contradictory terms/conditions in the bid, interpretation as may be advantageous to the Company's, may be taken without reference to the tenderer.

16. DISQUALIFICATION OF BID:

A bid which gets open before the due date, as a result of improper or no indication/ superscription on the main cover of the tender, to indicate that it is a tender will be disqualified. Tenderer will not be permitted to change the substance of his tender, on grounds of post tender interpretation/ improper understanding. This includes post tender changes in price/ rate and modification etc. after opening of price bids. In such event, tender will be liable for rejection.

17. INCOMPLETE BIDS:

Tender/ Bid which is incomplete, obscure or irregular, is liable for rejection.

18. LOCALITY OF WORK:

By Submitting a tender for the supply/ work, a tenderer will be deemed to have satisfied himself by actual inspection of site and locality of the supply/ work and ensure that rates quoted by him in the tender will be adequate to complete the supply/ work in all respects according to the Specifications and other conditions and that he has taken into

account all condition & difficulties that may be encountered during its progress whether or not explicitly provided in the tender documents but necessary for proper completion of the supply/work to the entire satisfaction of Officer-in-charge/ company.

19. DISCLAIMER

Please note that it will be presumed that the bidder has read all the documents carefully and filing the tender without any prejudices and have accepted all the terms and conditions of the tender accept those mentioned in column meant for Techno-Commercial deviation and Technical deviation. Bidder may please also note that if deviations are not declared in specified format it will be presumed that there is no deviation from Bidder side in respect to any Section. If desired by CSPHCL all the original documents which are attached for their eligibility qualification etc. should be submitted within the given period otherwise their offer at any stage may be rejected for which the bidder will be solely responsible. Since the instant tender is processed electronically and filed by tender electronically using digital signature, it will be treated that all the documents uploaded by the purchaser and bidder are signed by the authorized signatory.

20. PUNITIVE ACTIONS

In case of defaults by the bidder/supplier – such as non-supply, noncompliance of guarantee, supply of poor quality material, poor after sales services, instances of fraud or cheating, submission of fake documents & information, violation/breach of terms and conditions of the contract etc. the purchaser shall take any one or all the Punitive actions given below depending on the extent and seriousness of the default committed:-

- (a) Debar/blacklist the firm from future business with the CSPHCL for a specified period and circulate it among all SEBs/Power Companies.
- (b) Cancel the purchase contract partially or fully as outlined in penalty clause.
- (c) Impose a suitable penalty on account of supply of poor quality material or financial loss caused to CSPHCL by the supplier on account of default against the contract.
- (d) Forfeiture of EMD/SD as the case may be.

QUALIFYING REQUIREMENTS

Tenders are invited for the work of **preparation of Director Report, Annual Return, Filing, Preparation & certification of various e-form etc** from Practicing Company Secretary(PCS)/ Practicing Company Secretary(PCS) firms (called **Bidder**). The invitation of bid is open to all the bidders who fully meet the following qualifying requirement and provide / submit the satisfactory documentary evidence in support, failing which their bid may be rejected.

S.No.	Qualifying Requirement	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 experience of subject work i.e. company law matter/preparation of director report/Annual Return/preparation , filing & certification of various e-form etc. in PSU Company/Govt. Company/Private Company of repute/Power Sector and who are in practice for at least 5 (five) years as on date of issue of tender will be considered as eligible for participation in the tender.	Copy of subject work order/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 5 (five) years. Copy of the Certificate of Practice (CoP) of the partner or the proprietor shall be required to be submitted.
3	The Company Secretary Firm should have minimum average annual professional receipts of Rs. 5,00,000/- (Rupees Five 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.

Note:- Documentary evidence(s) in support of above is required to be submitted. Tender without the required documentary evidence(s) shall be liable for rejection.

Signed and Scanned copy of Documents needs to be uploaded in CSPCL e-bidding portal

GENERAL TERMS AND CONDITIONS

1. General:

Executive Director (HR) on behalf of the "Chhattisgarh State Power Holding Co. Ltd." hereinafter referred to as "CSPHCL" invites sealed tenders from PCS/PCS firm for the subject work in accordance with the attached "Scope of Work".

2. Security Deposit:

Upon acceptance of the offer, the successful professional firm will have to deposit a security amount of 10% of total order value for due and faithful fulfillment of the contract. The security deposit will have to be deposited within 30 days of receipt of the order awarding the contract in the form of Demand Draft drawn on any nationalized bank payable to CSPHCL, Raipur. Security Deposit shall be retained till faithful performance of terms and conditions of the order and settlement of liability, if any. No interest on security deposit amount shall be payable by the company. The security deposit shall be returned after faithful performance as per terms and conditions of the order.

3. Validity of offer:

The offer shall be valid for acceptance for a period of 180 days from the date of opening of tender.

4. Professional Fee:

The firm should quote **Fixed** Professional Fee on lump sum basis including all expenses., as per price schedule. **Goods & Service Tax** as applicable will be admitted separately. A copy of registration certificate for Goods & Service Tax shall be submitted along with first bill. No charges other than Fixed Professional Fee shall be paid for the audit work & other services (certifications etc.). Also, no other taxes and duties shall be paid on the Fixed Professional Fee other than Goods & Service Tax.

5. Selection Criteria:

The evaluation of prices shall be on the Professional Fee value found to be lowest on composite basis as per schedule among qualified bidders for Company..

6. Award criteria:

CSPHCL would be at liberty to accept any bid, lowest or otherwise in whole or part or reject any or all bids without assigning any reason thereof. Successful bidder (s) will be informed by post or through Fax.

7. Period for execution of work:

The Contact period will initially be for 1 year for engagement of PCS/PCS firm for preparation of Directors Report, Annual Return, preparation & certification of any e-form etc. for the year 2022-23 as specified in Scope of Work in the tender document.

8. Amendment in Bidding Document:

At any time prior to the deadline for submission of Bids, CSPHCL 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/on website to all prospective Bidders, which have received the

Bidding Document at the address contained in the letter of request for issue of Bidding Document from the Bidders. CSPHCL will 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 in which to take the amendment into account in preparing their Bids, the CSPHCL may, at its discretion, extend the deadline for the submission of Bids. Such amendments, clarifications 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 a part of the Bid.

9. Extension of Order:

(a) The company reserves the right to extend the contract for a further period of maximum 06 (Six) months on same rate, terms and conditions.

(b) Price Reduction:- In case of fresh tender is issued for the same item before completion of supply against extension order and lower rates are received in the fresh tender. The lower rates received in the fresh tender shall be applicable to the quantity of extension order balance to be supplied also.

10. Extension of Time and Penalty:

Any extension in time beyond contract period as mentioned at Clause-18 shall only be granted on merits, after competent approval. The Practicing Company Secretary Firm shall submit their request letter with proper justification. In case competent authority is not agreeable to the ground on which extension is sought, suitable penalty @1/2% (half percent) per week for delay in submission of report subject to maximum of 10% of order value shall be imposed on the auditor.

11. Submission of Bills for Professional Fee:

The Practicing Company Secretary Firm shall submit the bills **in triplicate** to this office after completion of the work as per Order.

12. Payment Term of Professional Fee:

The payment term shall be made within 30 days from the date of receipt of the bill by the firm after completion of work.

13. The award of work is made on the basis of the credentials, experience and capability furnished by participating firm and is liable to cancellation in the event of any professional or other misconduct, which has been taken cognizance by The Institute of Company Secretaries of India or any other authority, coming to light at a later date.

14. Cancellation of Order:

CSPHCL may upon written notice of default, terminate contract in the circumstances detailed hereunder –

a) If in the opinion of CSPHCL, the professional firm fails to comply with any of the provisions of this contract, in such case, a written notice shall be served by CSPHCL 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, CSPHCL shall exercise its discretionary powers to award the work to other professional firm after giving due notice to the professional firm on a/c and at the risk and cost of professional firm.
- c) The performance of the firm shall be reviewed periodically and for any unsatisfactory performance, the Company reserves the right to terminate the services, giving a notice of 15 days to the firm.

15. Delayed/Late Bids:

CSPHCL shall not assume any responsibility for any postal delays either for the late receipt of the documents by the Practicing Company Secretary Firm or late receipt of the Offer by CSPHCL. No extension of time shall be granted in any case.

16. Mistake In Bid:

Rates should be quoted in both figures and words. In case of ambiguity between rates in figures and words, rates in figures shall be considered. Any over-writing in rates need to be authenticated by authorised signatory. However such offers can also be rejected.

17. Force Majeure:

Any cause that is beyond the reasonable control of the Practicing Company Secretary Firm or CSPHCL will 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 notifies. CSPHCL shall verify the facts and grant such extension as the facts justify. For extension due to force majeure conditions, the Practicing Company Secretary Firm shall submit its representation along with documentary evidence for scrutiny by CSPHCL and decision of CSPHCL in this regard shall be final and binding.

18. 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.

19. Officer In-charge:

The Company Secretary O/o AGM (HR), CSPHCL 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 / ED(HR), CSPHCL.

SCOPE OF WORK

- Preparation of Directors Report.
- Preparation of Annual Return under the Companies Act, 2013.
- Preparation of any e-form under the Companies Act, 2013.
- Certification of any e-form under the Companies Act, 2013.
- Consultancy for amendment in Memorandum / Articles of Association.
- E-filing of various forms with the ROC/ Central Government under the Companies Act, 2013.
- Conversion of Annual Accounts in XBRL instant document.
- Obtaining Digital Signature Certificate.
- Preparation of Form MGT -8 i.e. Certificate by a Company Secretary in Practice to be attached with the Annual Return of the Company.
- Any other Report/Certificate/ Services

**ADDL. GENERAL MANAGER (HR)
CSPHCL, RAIPUR**

Schedule –I

COMMERCIAL DETAILS OF PRACTICING COMPANY SECRETARY FIRMS
(Format for submission with Part-II Qualification Bid)

1. Full Name of the Practicing Company Secretary Firm :
2. Location of Registered Office :
3. Location of Branches :
4. Date of commencement of Business. :
(Kindly attach a self attested certificate of ICSI, if any)
5. Telephone Nos / Mobile No. :
6. PAN of the Firm
(Attach self certified copy of PAN)
7. GST No. of the Firm
(Attach self certified copy of GST Certificate)
8. E-mail address. :
9. Name of Partners/Proprietor
Names and details of Partners/Proprietor (also indicate their respective qualification, Membership No., Certificate of Practice and period of partnership in the firm)
10. Number and Name of fully qualified (CS) :
Staff also indicate their respective qualification and period of service with the firm along with their Membership No.& Certificates)
11. Names & Addresses of major clients :
(Attach separate sheet, if required).
12. Details of rendering consultancy services company law matter/Preparation of Directors Report, Annual Return, preparation & certification of any e-form etc to a Government Company/PSU Company/Pvt. Company of repute. (Attach separate sheet along with work order).
(Kindly mention in details, the kind of work undertaken&)

It is hereby 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 CSPHCL can take action against any finding of incorrectness in future appropriately.

Signature of authorized representative
Seal:Signature of Tenderer

DEVIATION - SHEET

Technical deviation, if any, from the Tender specification (scope of work) are to be mentioned in following format only.

Technical deviation

SL. No.	Clause no./	Nature of Deviation along with Reason

Commercial deviation, if any, from the Tender terms & conditions are to be mentioned in following format only.

Commercial deviation

SL. No.	Clause no./	Nature of Deviation along with Reason

Except these deviations, the entire order shall be executed as per your tender specification and tender documents. We agree that if any condition variation, deviation etc. found elsewhere in the proposal, those relating to any rebates offered shall not be given effect to.

Name & Address of tenderer :

SIGNATURE

Name of the authorized

Person signing tender

Vendor No.

Mobile No.

Email ID

PRICE SCHEDULE

PRICE BID to be submitted with all applicable conditions

**PROFESSIONAL FEE FOR PREPARATION OF DIRECTORS REPORT, ANNUAL RETURN,
PREPARATION & CERTIFICATION OF ANY E-FORM ETC.**

S. No.	SCOPE OF WORK	AMOUNT (Excluding GST)
1.	Preparation of Directors Report.	
2.	Preparation of Annual Return under the Companies Act, 2013.	
3.	Preparation of any e-form under the Companies Act, 2013.	
4.	Certification of any e-form under the Companies Act, 2013.	
5.	Consultancy for amendment in Memorandum / Articles of Association.	
6.	E-filing of various forms with the ROC / Central Government under the Companies Act, 2013.	
7.	Conversion of Annual Accounts in XBRL instant document.	
8.	Obtaining Digital Signature Certificate.	
9.	Preparation of Form MGT -8 i.e. Certificate by a Company Secretary in Practice to be attached with the Annual Return of the Company.	
10.	Total	

GST extra, if applicable @.....

Note:- (1) The evaluation of prices shall be on the Professional Fee value on composite basis as per schedule.

(2) Reimbursement of ROC fees, Expenses for getting Certificate/ Approval, if any, from ROC/ Central Govt. as may be required from time to time will be paid as actual.

(3) Any other Report/Certificate/ Services as may be mutually agreed.

DECLARATION:

1. All the information provided by me / us hereinabove is correct.
2. I/We have read all the terms and conditions and these are acceptable to me/us.

**Signature of the Bidder
With Rubber Stamp**

Date:

Address/ Contact No. -----

Undertaking

I/We, M/s hereby undertake that I have carefully gone through the Scope of Work and Terms and Conditions contained in the tender document. I declare that all the Provisions of this tender are acceptable to me/my firm. I further certify that I am an authorized signatory and am therefore, competent to make this declaration. details given are correct to the best of my knowledge and I agree to abide by all your Tender / Order terms and conditions. In case it is observed to be false / incorrect / incomplete Subsequently, I will be solely responsible.

I/We, hereby also undertake that in case lowest rate is quoted by more than one firm then we shall have no objection in deciding successful bidder among the lowest bidder on the basis of lottery. In such a case we will not lodge any claim on this behalf in respect of this contract.

Palce

Date

Seal of the firm

Signature of bidder

Name (in full)

Email

Contact No.



CHHATTISGARH STATE POWER HOLDING COMPANY LTD.

(A GOVERNMENT OF CHHATTISGARH UNDERTAKING: A SUCCESSOR COMPANY OF CSEB)

CIN No :- U65993CT2008SGC020995 Vidyut Sewa Bhawan, Danganiya, Raipur (C.G.)-492013

Website Address:- www.cspc.co.in Phone.-0771-2574040, 2574113

No.01-02/PCS/Ts-141/2022/640

Raipur, dtd. 15.03.2022

TENDER NOTICE

Sealed offers in prescribed form are invited for Engagement of PCS/PCS firm for Preparation of Directors Report, Annual Return, preparation & certification of any e-form etc. The terms & conditions are detailed in tender document. The bidders are required to submit EMD for Rs. 1,500/- (Rs. One Thousand Five Hundred) only in form prescribed in the document. The documents of tender will be issued during office hours up to 06/04/2022 and can be submitted up to 15.00 PM on 06/04/2022. The tender will be opened at 15.30 PM on 06/04/2022. Request for obtaining document can be made with an application along with crossed DD/Bankers Cheque amounting to Rs 236/- [200/- + 36/- (@ 18% GST)] drawn in favour of CSPHCL, Raipur towards cost of document. The cost of document is not refundable.

Tender documents can also be downloaded from company's website i.e. cspc.co.in/cspc/csphcl for such cases the DD of tender fee amounting to Rs 236/- [200/- + 36/- (@ 18% GST)] is required to be enclosed with EMD otherwise tender will be rejected. In such case, the copy of tender shall be submitted in a separate envelope along with tender.

The Company reserves the right to accept or reject any or all offers fully or partly without assigning any reason whatsoever in the interest of the Company. **Any amendment/corrigendum, if required, will be displayed on our website only.**

**ADDL. GENERAL MANAGER (HR)
CSPHCL, RAIPUR**

“SAVE ELECTRICITY FOR SELF & NATION”