



Chhattisgarh State Electricity Regulatory Commission  
Irrigation Colony, Shanti Nagar, Raipur - 492 001 (C.G.)

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## **Tender Specification**

**NO. T- 01/2025**

**Appointment of consulting firm to carryout intensive audit to ascertain the circumstances in which Chhattisgarh State Power Distribution Company Limited (State owned distribution licensee of the Chhattisgarh State) operated and functioned without recovery of regulatory assets/revenue gap during FY 2016-17, FY 2020-21 and FY 2023-24 as per the directions of the Hon'ble Appellate Tribunal for Electricity (APTEL) given in order dated 12.09.2025 passed in petition no. OP-01 of 2025.**

Last date of submission of tender : 16/10/2025 15:00 Hrs.  
Date of opening of technical bids : 16/10/2025 15:30 Hrs.  
Date of opening of financial bids : 17/10/2025 15:30 Hrs.

**CHHATTISGARH STATE ELECTRICITY REGULATORY COMMISSION  
IRRIGATION COLONY, SHANTI NAGAR, RAIPUR (C.G.) 492001**

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Tender document is available on Commission's website. Downloaded copy can be used for submission of bids. No charges are payable for bid document.

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# **Chapter-1**

## **Instructions to Bidders**

### **Terms and Conditions**

#### **1. INTRODUCTION**

Hon'ble APPELLATE TRIBUNAL FOR ELECTRICITY (APTEL) vide various orders passed OP No. 1 OF 2025 & IA No. 1280 OF 2025 & IA No. 1281 OF 2025 & IA No. 1290 OF 2025 & IA No. 1291 OF 2025 has directed this Commission to carry out an intensive audit to ascertain the circumstances in which Chhattisgarh State Power Distribution Company Limited (CSPDCL) operated and functioned during FY 2016-17, FY 2020-21 and FY 2023-24 without recovery of the regulatory assets/revenue gap.

Owing to this, the Commission has decided to obtain the services of competent consulting firm to carry out above mentioned intensive audit for the tasks listed in Section-2 of this document, considering the regulation 5 of "Chhattisgarh State Electricity Regulatory Commission (Appointment of Consultants) Regulations, 2013".

The Commission wishes to select reputed consultancy firm by inviting bids from interested and eligible parties, who will be required to submit detailed technical and financial bids, quoting for tasks listed in Section-2. These proposals will form the basis for any contract between the firm and the Commission.

In order to satisfactorily establish their competence, suitability and competitiveness for executing the assignment, the Bidders should provide information sought herein. The cost of preparation of bid and negotiating the contract including the visits to this Commission for such purposes shall be borne by the bidders themselves.

The bidders must fully acquaint themselves with local conditions and take these into account in preparation of their bids. The bidders are also advised to acquaint themselves with orders passed by Hon'ble Supreme Court Writ Petition (C) 104 of 2014 and by Hon'ble APTEL in petition number OP 01 of 2025 to have idea of the volume of the work.

The Commission is not bound to accept any of the bids submitted and

reserves its right to cancel any or all of the bids without assigning any reasons, whatsoever it may be.

## **2. QUALIFICATION AND ELIGIBILITY REQUIREMENT**

i. The invitation of bid is open to the consultancy firms who meet the requisite qualification requirements stipulated as under;

a. Firm, should have completed at least three (3) jobs in last 3 years of preparation of tariff petition on behalf of Distribution Licensee

b. Firm, should have completed at least three (3) jobs in last 3 years of assisting Commission in disposal of tariff petitions of distribution licensee.

ii. **Criteria for employment of minimum Man Power:**

Firm, should have at least 10-member team of consultants in its regular pay roll. The firm is required to give details of such consultants in the **Annexure – II**.

iii. **Criteria for yearly Turnover:**

The firm should have minimum average annual turnover of Rs 5 Crore, during last three financial years i.e. FY 2022-23, FY 2023-24 and FY 2024-25. For this purpose, the bidder should submit self-attested copy of audited Profit and Loss statement of FY 2022-23, FY 2023-24 and FY 2024-25 as a proof of the same. In case the Audited Accounts of FY 2024-25 are not available, then Audited Accounts of FY 2021-22, FY 2022-23 and FY 2023-24, meeting the minimum average annual turnover of Rs 5 Crore shall be submitted.

iv. **List of essential documents to be submitted:**

a. Self attested copy of Firm's PAN card

- b. Self attested copy of GST Registration.

### **3. Disqualification:**

- a. Any such Firms, who have been awarded or the award is under process for providing consultancy service by CSPDCL are advised not to submit bid as same shall be disqualified due to conflict of interest.
- b. Offer by consortium shall not be considered.
- c. Bidders are required to submit only one bid. In the event, any firm submits multiple bids then all the offers submitted by such firm shall be rejected.

### **4. INSTRUCTIONS TO THE BIDDERS**

For clarification on any aspect of this request for proposal, 'Bidders' should send their queries in writing by 01/10/2025. Clarification on the same shall be conveyed in writing and shall also be uploaded on the website of the Commission for information to all interested parties. Further, it is clarified that all such clarifications shall be treated as part of the Bid Documents.

The financial bids should specify the amount quoted for each item separately for each year along with the total cost, inclusive of all costs, fees, taxes, etc. as stipulated in Chapter-4 of this document. No amount other than the total cost as referred in Chapter-4 shall be payable. Tax at source shall be deducted as per applicable laws.

### **5. BID SCHEDULE**

Bid processing schedule shall be as mentioned on the cover page. However the CSERC reserves the right to extend any scheduled date, by issuing corrigendum. Bids received lately i.e. after the scheduled date & time shall not be considered for opening.

## **6. AMENDMENT IN DOCUMENT**

At any time, prior to the scheduled date or amended schedule date for submission of the bid proposals, CSERC reserves the right to add/modify/delete any portion of this document, except Clause – 2 which is related to eligibility and qualification criteria, by issuing an amendment on Commission's website. Any amendment issued by CSERC shall be binding on all bidders. Hence, it shall be the responsibility of the bidders to keep themselves updated with about all new developments such as clarifications/ additions/ deletions/ amendments, etc.

## **7. ADDRESS FOR CORRESPONDENCE**

Interested bidders may submit their offer at following address:

**Secretary,**

**Chhattisgarh State Electricity Regulatory Commission,**

Irrigation Colony, Shanti Nagar,

Raipur (C.G) - 492001.

E-mail – cserc.sec.cg@nic.in

## **8. SUBMISSION OF BID**

The bidders are requested to submit technical and financial bids in duly super-scribed separate sealed envelopes. Both these sealed envelopes shall be placed in an outer main envelope. The bids shall be printed/typed or written in indelible ink and each page of the document shall be initialled by the bidder. Only authorized person shall be permitted to sign the bid documents. If any corrections or overwriting are found in the bid document which includes price bid than such bids shall be disqualified from the bidding process.

The main Envelope, should be Super-scribed as "**BIDS FOR CONSULTANCY TO CSERC-TENDER NO T-\_\_\_/2021**". The main envelope shall carry/contain three separate sealed envelopes and

each of the three envelopes shall be as detailed below:-

**8.1 First envelope - 'Payment of processing Fees & EMD':**

The first envelope should contain the bank draft of Rs 10,000/- (Ten Thousand Only-non refundable) towards Processing fee and Rs 50,000/- (Rs fifty Thousand only) towards Earnest Money Deposit (EMD) draw on any of the Nationalised bank and payable at Raipur in favour of "Chhattisgarh State Electricity Regulatory Commission, Raipur". This envelope be super-scribed as "PROCESSING FEE AND EARNEST MONEY DEPOSIT".

**Any bid not accompanied with Earnest Money Deposit and processing fee in accordance with the above stipulation shall be rejected as being non-responsive.**

**8.2 Second envelope-'TECHNICAL BID':** The second envelope should contain all documents required for verification of eligibility criteria and the firm's profile and also includes a notarized authorization letter issued by a full time Director (member of BoD) or owner of the firm in case of Single Person Company, on a non-judicial stamp paper of Rs 100/- indicating that the person(s) signing the bid has the authority to submit the bids.

**8.3 Third envelope- 'FINANCIAL BID':** The third envelope should contain the financial bid as prescribed in the Chapter – 4 of the tender. The bid evaluation shall be made on the basis of aggregate value for all the tasks. The segregated values will be used for billing and payment for completed assignment.

**9. Validity of offer**

The proposals must be valid for 180 days from the date of submission.

## **10. EVALUATION OF BIDS**

### **i. SUBMISSION OF BIDS AND EVALUATION THEREOF**

The Bid must be submitted in the Commission's office on or before the due date & time. Any bid received late i.e. after the due date & time shall not be considered.

Technical bids shall be opened on the date and time specified in the bid document in the presence of authorized representatives of the bidder or bidders, if they are present.

### **ii. EVALUATION OF TECHNICAL BIDS**

The Commission shall evaluate the technical bids and, its decision shall be final.

### **iii. OPENING OF FINANCIAL PROPOSAL**

After the evaluation of technical proposals is completed, CSERC shall short list the eligible Firms. The financial bids of only short listed firms shall be opened on the date and time as mentioned in the bid document or as amended by CSERC and in the presence of representative of the short listed bidders, if they are present.

### **iv. EVALUATION OF FINANCIAL PROPOSAL**

The financial proposal shall be evaluated for the lowest price quoted by the bidder.

## **11. CLARIFICATION OF BIDS**

To assist in the examination, evaluation and comparison of bids, the CSERC may, at its discretion, ask any bidder for clarification of his bid including break- up of unit rates.

## **12. CONTRACT AGREEMENT**

The successful bidder through his authorized representative shall enter into a contract agreement with CSERC. Until a formal contract is executed, this bid, together with written acceptance thereof shall



constitute part of the Contract.

**13. TERMS OF PAYMENT**

- (i) 50% payment after submission of draft report.
- (ii) 50% payment after acceptance of report by the Commission.

**14. Release of EMD**

EMD of all bidders, excluding the successful bidder shall be released after the execution of contract agreement. EMD of successful bidder shall be refunded only after submission of Performance Bank Guarantee (PBG), which is equivalent to 10% of contract value. The PBG shall be valid for one year and same shall be released after successful completion of work to the satisfaction of the Commission.

**15. Facilities expected from Commission**

Commission shall only provide suitable place in its office at Raipur along with access for using photocopying/printer facility and Wi-Fi facility free of cost

**16. Liquidated Damages (LD):**

Time is the essence of the contract. Therefore, successful bidder shall be required to complete the assignment within 90 days of the issue of letter of award.

Any deviation from the agreed time line or delay in completion of the task to the satisfaction of the Commission shall invite levy of LD @ 1% per week delay on entire value of contract subject to a maximum of 10% of contract value.

**Secretary  
CSERC, Raipur**

## Chapter-2

### Terms of Reference

#### **TASKS FOR CONSULTANCY TO CSERC**

**Name of Task:** intensive audit in respect of CSPDCL, to ascertain the circumstances in which CSPDCL operated and functioned without recovery of regulatory assets/revenue gap during FY 2016-17, FY 2020-21 and FY 2023-24.

**Scope of work:** To carry out intensive audit to ascertain the circumstances in which CSPDCL operated and functioned without recovery of regulatory assets/revenue gap during FY 2016-17, FY 2020-21 and FY 2023-24.

# **Chapter-3**

## **Technical Proposal Formats**

### **PROPOSAL SUBMISSION FORM**

No.

Date: \_\_\_\_\_

To

The Secretary

Chhattisgarh State Electricity Regulatory

Commission, Irrigation Colony, Shanti Nagar,

Raipur-492001

Sir,

With reference to the Bid documents posted on website of the Commission, we, having examined the Bid documents, hereby offer to provide the consultancy services as per the detailed scope of work and other conditions mentioned in the bid document.

In line with the requirement of the Bid Documents, we enclose herewith the following with the Bid Form:

(i) Processing Fee Rs. 10,000/- (Rs Ten Thousand only) and Earnest Money Rs. 50,000/- (Rupees Fifty Thousand only) in the shape of demand draft bearing No. \_\_\_\_\_ dated \_\_\_\_\_ and No. \_\_\_\_\_ dated \_\_\_\_\_ respectively in favour of the Chhattisgarh State Electricity Regulatory Commission, Raipur.

(ii) A notarized authorization letter on a non judicial stamp paper of Rs 100/- issued by a full time Director of the firm (member of BoD) for signing on the bid indicating that the person(s) signing the bid have the authority to sign the bid and that the bid is binding upon the firm during the full period of its validity.

3. It is certified that we are not in any way engaged by CSPDCL for any consultancy work.
4. It is certified that we have gone through the tender document carefully and commit our-self to abide by the terms and conditions laid therein.
5. Until a formal contract is prepared and executed between us, this bid, together with our written acceptance thereof shall constitute a Bid contract between us.
6. We are of the understanding that Commission is not bound to accept the lowest or any bid, you may receive.
7. We, hereby, also declare
  - (i) That only the persons or firm interested in this proposal as Principals are named here and that no persons or firms other than those mentioned herein have any interest in this proposal or in the contract to be entered into, if the award is made on us,
  - (ii) That this proposal is made without any connection with any other person, firm or party
  - (iii) That submitting a proposal is in all respects for and in good faith, without collusion or fraud.

Thanking you,

Date: .....

Yours' faithfully,

(Authorized Signatory)  
(Name & Title of Signatory)  
Name and Address of the Firm

(Bidders may note that no prescribed proforma has been enclosed for Power of Attorney and Bidders may use their own proforma for furnishing the required information with the Bid.)

# **Chapter-4**

## **Financial Proposal Formats**

### **FINANCIAL PROPOSAL SUBMISSION FORM**

No.

Date: \_\_\_\_\_

To,

The Secretary  
Chhattisgarh State Electricity Regulatory Commission,  
Irrigation Colony, Shanti Nagar,  
Raipur-492001

Sir,

We, the undersigned, offer our financial proposal to provide the consultancy services for the scope of work mentioned in this bid document and also considering other terms and conditions mentioned therein. Our Financial Proposal in respect of various items is as under:

<b>S. No.</b>	<b>Particulars</b>	<b>Amount</b>
<b>1</b>	To carry out intensive audit to ascertain the circumstances in which CSPDCL operated and functioned without recovery of regulatory assets/revenue gap during FY 2016-17, FY 2020-21 and FY 2023-24	
<b>2</b>	GST as percentages	
<b>3</b>	GST as amount	
<b>4</b>	<b>Total (1+2)</b>	

Total in words \_\_\_\_\_

This amount is firm and all inclusive. No price variation and extra payment will be claimed in excess of this amount except for variation in applicable taxes. I understand that Tax Deduction at Source shall be made as per applicable rules.

We also understand that payment for the consultancy work shall be done as per the payment terms mentioned in clause – 13 of Chapter – 1.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the proposal. Each page of the proposal has been signed by the authorized signatory.

We understand you are not bound to accept any proposal, you receive.

Thanking you,

Yours' faithfully,

(Authorized Signatory)  
(Name & Title of Signatory)  
Name and Address of the Firm

## **Annexure-I**

### **SERVICES CARRIED OUT IN LAST THREE YEARS**

(Using the format below, provide information on each reference assignment separately for which your firm/entity, was legally contracted)

#### **USE SEPARATE SHEET FOR EACH ASSIGNMENT**

- (a) Job Description :
- (b) Name of client and address :
- (c) Order reference (no/ date) :
- (d) Duration of assignment :
  - (i) Start (Month/Year) :
  - (ii) Completion (Month/Year) :

(Authorized Signatory)  
(Name & Title of Signatory)  
Name and Address of the  
Firm

## **Annexure-II**

### **Details of the professional staff on the pay-roll of the Firm**

<b>Name</b>	<b>Position</b>	<b>Qualification</b>	<b>Experience</b>

(Authorized Signatory)  
(Name & Title of Signatory)  
Name and Address of the Firm