



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

Ph.0771-4016219

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Expression of interest for Empanelment of consultancy firms for assisting the Commission in discharging functions mandated in Electricity Act, 2003.

Last date for submission of documents : 20/08/2026 at 15:00 Hrs
for accessing eligibility of the firm

Date of opening of envelope containing : 20/08/2026 at 15:30 Hrs
Documents for accessing eligibility
of the firm

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

Phone No. : 0771-4016219

Website : www.cserc.gov.in

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Chapter-1

Instructions to Consultancy Firms

Terms and Conditions

1. INTRODUCTION

Chhattisgarh State Electricity Regulatory Commission (Commission) is constituted under the provisions of the Electricity Act, 2003 (herein referred as Act). The Commission has to discharge various functions specified in the Act. The Commission intends to empanel consultancy firms to assist the Commission in discharging its functions mandated in the Act.

In order to assess the competence, suitability and competitiveness for executing the assignment, the interested firm should submit information as prescribed in this document.

The firms must fully acquaint themselves with local conditions and take these into account while submitting their expression of interest.

The Commission is not bound to accept any of the interest received and reserves its right to cancel any or all of the interests without assigning any reasons, whatsoever.

2. QUALIFICATION AND ELIGIBILITY REQUIREMENT

- i. The invitation of interest is open to consultancy firms who meets following eligibility criteria:
 - a) in last 5 years, the firm should have completed
 - (i) at least three (3) jobs of filing generation tariff petition on behalf of generating company or assisted the Commission in disposal of such tariff petitions **or** Combination thereof,
 - (ii) at least three (3) jobs of filing transmission tariff petition on behalf of transmission company or assisted the Commission in disposal of such tariff petitions **or** Combination thereof,
 - (iii) at least three (3) jobs of filing distribution tariff

petition on behalf of distribution company or assisted the Commission in disposal of such tariff petitions **or** Combination thereof and

- (iv) At least three (3) jobs of assisting the Commission in framing regulations.

The job details should be submitted in **Annexure – I**.

b) **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**.

a) **Criteria for yearly Turnover:**

The firm should have minimum average annual turnover of Rs 10 Crore, during last three financial years i.e. from FY 2023-24 to FY 2025-26. For this purpose, the firm should submit self-attested copy of audited Profit and Loss statement from FY 2023-24 to FY 2025-26 as a proof of the same. In case the Audited Accounts of FY 2025-26 is not available, then Audited Accounts from FY 2022-23 to FY 2024-25, meeting the minimum average annual turnover of Rs 10 Crore shall be submitted.

3. List of essential documents to be submitted:

- (a) Self attested copy of Firm's PAN card
- (b) Self attested copy of GST Registration.

4. Disqualification:

Expression of interest by consortium shall not be considered.

5. INSTRUCTIONS TO THE FIRMS

For clarification on any aspect of this document, firms should send their queries in writing by 07/08/2026. 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 this Documents.

6. SCHEDULE

Various schedule shall be as mentioned on the cover page. However the Commission reserves the right to extend any scheduled date, by uploading notice on the website of the Commission. It will be the responsibility of the firms to update themselves. Interest received after the scheduled date & time shall not be considered.

7. AMENDMENT IN DOCUMENT

At any time, prior to the scheduled date or amended schedule date for submission of the interest, 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 firms. Hence, it shall be the responsibility of the firms to keep themselves updated about all new developments such as clarifications/additions/deletions/amendments, etc.

8. ADDRESS FOR CORRESPONDENCE

Interested firms 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

9. SUBMISSION OF EXPRESSION OF INTEREST

The firms are requested to submit Fees and documents for accessing eligibility criteria in sealed envelopes. The expression of interest shall be printed/typed or written in indelible ink and each page of the document shall be initialled by the firm. Only authorized person shall be permitted to sign the eligibility documents.

The Envelope should be Super-scribed as "**EXPRESSION OF**

INTEREST FOR CONSULTANCY TO CSERC".

10. PROCESS FOR EMPANELMENT OF CONSULTANCY FIRM

i. SUBMISSION OF EXPRESSION OF INTEREST AND IT'S EVALUATION

The interest must be submitted in the Commission's office on or before the due date & time. Interest received after the due date & time or not accompanied 'processing fee' shall not be considered.

Envelop shall be opened on the date and time specified in the bid document in the presence of authorized representatives of the consultancy firm, if they are present.

ii. EVALUATION OF DOCUMENTS SUBMITTED FOR ELIGIBILITY

The Committee constituted by the Commission shall evaluate the documents for assessing eligibility criteria and submit its recommendation to the Commission identifying the consultancy firm eligible for empanelment.

11. PROCESS FOR AWARDING WORK

For awarding work, Commission shall invite price bid from empanelled consultancy firms only. Work shall be awarded to the consultancy firm who has submitted lowest bid.

12. CLARIFICATION OF THIS DOCUMENT

To assist in the examination, evaluation interests, the Commission may, at its discretion, ask any firm for clarification of his submission.

13. TERMS OF PAYMENT

The payment terms shall be specified on case to case basis.

14. Facilities expected from Commission

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

15. Confidentiality:

Confidential information does not include any information which:

- i) is rightfully known to the recipient prior to its disclosure;
- ii) is independently developed by the recipient without use of or reliance on confidential information; or
- iii) is or later becomes publicly available without violation of this agreement or may be lawfully obtained from a third party, or
- iv) which would be required to be disclosed under the (Indian) Right to Information Act.

Consultant may disclose confidential information:

- i) to its employees, directors, officers and subcontractors, on a need-to-know basis, as required for performance of services, provided such employees, directors, officers and subcontractors are bound by confidentiality obligations;
- ii) where required by applicable law or regulation or for regulatory and compliance (both internal and external) purposes.

16. Arbitration: In case, a dispute is not amicably resolved within forty-five (45) days of referral by one party to another, it shall be resolved through arbitration, in India, in accordance with the provisions of Arbitration and Conciliation Act, 1996, (and any amendments thereto). The venue of such arbitration in India shall be the Raipur.

**Dy. Secretary
CSERC, Raipur**

Chapter-2

Terms of Reference

TASKS FOR CONSULTANCY TO CSERC

Assisting CSERC in discharging functions mandated in Electricity Act, 2003 on case to case basis.

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 expression of the interest posted on website of the Commission, we, having examined the documents posted, hereby offer interest to provide the consultancy services as per the detailed terms and conditions mentioned in the expression of interest documents.

In line with the requirement of the expression of interest documents, we enclose herewith the following with the our interest:

- (i) Processing Fee Rs. 10,000/- (Rs Ten 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 document have the authority to sign the documents.
4. It is certified that we have gone through the expression carefully and commit our-self to abide by the terms and conditions laid therein.
 5. We are of the understanding that Commission is not bound to accept any interest, you may receive.
 6. 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

(Consultancy firm may note that no prescribed proforma has been enclosed for Power of Attorney and firms may use their own proforma for furnishing the required information with the documents for expression of interest)

SERVICES CARRIED OUT IN LAST FIVE 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

Name	Position	Qualification	Experience

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