

# JALGAON CITY MUNICIPAL CORPORATION JALGAON



## ACCOUNT DEPARTMENT

### TENDER DOCUMENT

#### E-Tendering system

For the Work of.

**Appointment of Chartered Accountant Firm for providing Double Entry Accounting system Services to Corporation**

Earnest Money Deposit	Rs. 50,000.00
Cost of Blank Tender form	Rs. 4200.00

**YEAR – F.Y.2023-2024 TO F.Y.2026-2027 (4 YEAR)**

[www.mahatenders.gov.in](http://www.mahatenders.gov.in)

Jalgaon City Municipal Corporation Jalgaon  
 17, Storeyed Municipal Administrative building, Mahatma Gandhi Road  
 , Nehru Chowk, Jalgaon – 425001 (M.S.)  
 PH-(0257)2222261,62,63,64,65 FAX-2222260  
 Email: [jmcetenders@gmail.com](mailto:jmcetenders@gmail.com)

**NAME OF WORK:** **Appointment of Chartered Accountant firm for Providing Double Entry Accounting system Services to Corporation.**

## **INDEX**

<b>Sr. No</b>	<b>Chapter</b>	<b>PageNo.</b>	
		<b>From</b>	<b>To</b>
1	Brief Tender Notice.	0	3
2	General Information of Contract	4	5
3	Tender Schedule	6	6
4	Detailed Notice of procedure qualification required	7	8
5	Important Condition of Tender.	9	10
6	Memorandum	11	11
7	Annexure-A	12	13

**Issued to :-** -----

**Receipt NO:-** ----- **Date:-** / /2024 **Amount :**-----

**Bidder**

**Commissioner**

**E-TENDER NOTICE NO. 456/2023-2024/ACCOUNT DEPARTMENT**

**JALGAON CITY MUNICIPAL CORPORATION JALGAON**

**Online** Tenders are invited for the following work by the Commissioner, Jalgaon City Municipal Corporation Jalgaon Phone No. (0257)2222261 to 65. e-mail [jmcetenders@gmail.com](mailto:jmcetenders@gmail.com)

**TENDER NOTICE NO. 456 Dated - 11 /01 /2024 (Online)**

Online bids are invited for the following Services

The details can be viewed & downloaded online directly from the Government of Maharashtra e-Tendering portal [www.mahatenders.gov.in](http://www.mahatenders.gov.in)

Sr. No	Name of work	Time limit for completion (Months)	Earnest Money in(Rs.)	Cost of Blank tender form (Rs.)
1	2	5	6	7
1	Appointment of Chartered Accountant Firm for Providing Double Entry Accounting system Services to Corporation.	F.Y.2023-24 TO F.Y 2026-27 (48 Months)	Rs.50,000/-	Rs.4200/-

For more details of the tender and bidding process you may please visit Jalgaon municipal corporation Account Department. The EMD applicable amount shall be Pay via online mode only.

**Commissioner  
Jalgaon City Municipal Corporation  
Jalgaon**

Bidder

Commissioner

## **General Information of Contract**

**COPIES OF PUBLISHED TENDER  
NOTICE**

**ON**

**Website :**

[www.mahatenders.gov.in](http://www.mahatenders.gov.in)

## **DETAILS TENDER FEES**

**NAME OF WORK:** **Appointment of Chartered Accountant Firm for Providing Double Entry Accounting system Services to Corporation.**

**Earnest money : Rs. 50,000.00**

The Payment of earnest money should be done online in favors of Commissioner, Jalgaon City Municipal Corporation Jalgaon. The bidders who will not pay EMD in the above acceptable forms, their bids will be summarily or rejected/ liable for rejection.

### **THE AMOUNT OF EARNEST MONEY:**

The amount of earnest money will be refunded to the unsuccessful tenderer after the decision of acceptance of tenders or on expiry of the validity period whichever is earlier. In case of the successful tenderer, EMD shall be refunded on the payment of initial security deposit and completion of tender procedures or shall be transferred toward the part of security deposit, after award of the work. If successful tenderer doesn't pay the security deposit in the prescribed time limit as suggested in the tender, earnest money deposit will be forfeited.

### **TO BE FILLED BY THE CONTRACTOR.**

**I/WE** have quoted my/our offer in words as well as in figures. I/We further undertake to enter into contract in regular "B-1" form in Account Department, of Jalgaon City Municipal Corporation Jalgaon.

Name & Signature of Bidder /  
Power of Attorney holder  
with complete address.

Bidder

Commissioner

**NAME OF WORK :** Appointment of Chartered Accountant Firm for Providing Double Entry Accounting system Services to Corporation.

**Earnest money : Rs. 50,000.00**

**Period of completion of work : F.Y.2023-2024 TO F.Y.2026-2027**

**Class of Contractor : Service**

**Cost of Blank Tender form : Rs.4200.00**

### **E-TENDER NOTICE NO. 456/2023-2024**

#### **E-TENDER TIME SCHEDULE**

<b>Published Date</b>	<b>11.01.2024 17.00PM</b>	<b>Bid Opening Date</b>	<b>30.01.2024 17.00PM</b>
<b>Document / Sale Start Date</b>	<b>11.01.2024 17.00PM</b>	<b>Document / Sale End Date</b>	<b>29.01.2024 17.00PM</b>
<b>Bid Submission Start Date</b>	<b>11.01.2024 17.00PM</b>	<b>Bid Submission End Date</b>	<b>29.01.2024 17.00PM</b>

## JALGAON CITY MUNICIPAL CORPORATION JALGAON

### ACCOUNT DEPARTMENT INVITATION FOR TENDERS DETAILED TENDER NOTICE

**NAME OF WORK:** Appointment of Chartered Accountant Firm for Providing Double Entry Accounting system Services to Corporation.

**Online** tenders in are invited by the **Commissioner, Jalgaon City Municipal Corporation Jalgaon Dist. Jalgaon** for the following work in Account Department. The name of work, earnest money, security deposit, time limit for completion etc. is as under:

Sr. No	Name of work	Time limit for completion (Months)	Earnest Money in(Rs.)	Cost of Blank tender form (Rs.)
1	2	5	6	7
1	<b>Appointment of Chartered Accountant Firm for Providing Double Entry Accounting system Services to Corporation.</b>	F.Y.2023-24 TO F.Y.2026-27 (48 Months)	Rs.50,000	Rs.4200

**Tender form, conditions of contract, specifications can be from the Tendering Jalgaon City Municipal Corporation Jalgaon after entering the details, payment of Rs. 4200.00 should be paid online using payment gateway. The fee of tender document will be non refundable. Further information regarding the work can be obtained from the above office.**

#### **TENDERING PROCEDURE: -**

##### **1. Blank Tender Forms.**

Tender Forms can be downloaded from the e-tendering portal of Jalgaon City Municipal Corporation Jalgaon [www.mahatenders.gov.in](http://www.mahatenders.gov.in) after paying tender fee via online mode only.

- i. Tenderers should have valid Class II / III Digital Signature Certificate (DSC) obtained from any Certifying Authorities. In case of requirement of DSC, interested Bidders should go to [www.mahatenders.gov.in](http://www.mahatenders.gov.in) and follow the procedure mentioned in the document 'Procedure for application of Digital Certificate'.

## 2. SECURITY DEPOSIT

The total Security Deposit to be paid shall be **3% (Three percent)** of total professional fee.

The successful tenderer shall have to pay, security deposit from running account bills at the percentage as shown above.

## 3. RETURNS OF SECURITY DEPOSIT:

- i. The security deposit will be refunded after completion of the contract.
- ii. Earnest money of the unsuccessful tenderers will be refunded on their application only after an intimation of rejection of their tender is sent to them or on the expiry of the validity period whichever is earlier.
- iii. The acceptance of the tender may be intimated to the Service provider by the officer competent to accept the tender or any authority in the department and such intimation shall be deemed to be an intimation of acceptance of the tender given by the authority competent to accept the tender.
- iv. In case there is difference between amount written in figures and words, the **Lower offer** will be taken as **Final**.

## 4. Income Tax

The **Income Tax @ 10 %** and surcharge thereon or at the rate amended from time to time or as intimated by the competent Income Tax authority shall be deducted from bill amount, whether measured bill, advance payment or secured advance.

## 5. GST/ TDS Tax

**GST / TDS Tax 2.00%** of the contract amount will be recovered from the bill of the Service provider who are registered under Maharashtra **GST / TDS** and of the contract amount will be recovered from the contractors bill amount who are not registered under Maharashtra **GST / TDS** Tax .

## 1. (A) ENVELOPE NO. 1: (DOCUMENTS REQUIRED)

The first envelope “**Envelope No.1**” shall contain the following documents.

- 1 GST Registration Certificate
- 2 PAN Card copy
- 3 Affidavit on Rs 100/- Notarized Stamp paper against Commissioner, Jalgaon City Municipal Corporation. (As per Annexure-A (page no.12))
- 4 Experience Certificate of last 2 year (Experience of similar type of work in government /semi government or local body. e.g. Double entry system, Accounts, Audits, GST, TDS, I.T etc)
- 5 Self Attested Income Tax Returns. (Last 3 Years)
- 6 Chartered Accountant Firm should be registered with ICAI & having valid certificate of practice issued by ICAI.
- 7 C.A. Firm head office should be place at in Jalgaon (With attach proof of it )

**Note:** The above documents must be duly certified & attested and must be submitted through envelope-1 , also at the time of Quotation opening, all the submitted documents will be checked and verified with respective Originals documents.

## **2. (B) ENVELOPE NO. 2: TENDER: (FinancialBid)**

### ***Rate Quoted in BOQ***

- i. The Chartered Accountant Firm have to quote professional fees in prescribed form in Indian Rupees only
- ii. The rates should be inclusive of all taxes
- iii. Chartered Accountant Firm Should submit his rates for total of four year i.e. 2023-24 to 2026-27

**(Per year Quoted rate will not be Considered)**

## **IMPORTANT CONDITIONS OF TENDER**

### **SUBJECT :-**

**Selection of Appointment of Chartered Accountant for Providing Double Entry Accounting system Services to Corporation.**

### **PREPARATION OF THE PROPOSAL:-**

Chartered Accountants requested to participate in above subjected Quotation.

### **SCOPE OF WORK**

Notice inviting e-tenders for firms of Chartered Accountants for Accounting for double entry systems Of Jalgaon Municipal Corporation from cash basis conversion of transactions from manual into NMAM for the financial year 2023-24 to 2026-27 Training to Corporation's staff on the cash/accrual based accounting system.

The empanelled firm shall render their professional services as mentioned below to the Jalgaon Municipal Corporation under specific agreement.

- i. Conversion of transaction from manual to computer system (i.e. NMAM/ Account keeping in Tally & software) for the financial year 2023-24 to 2026-27 preparation of monthly Trial Balance.
- ii. Verification of Assets and Liabilities based documentary evidence.
- iii. Valuations of Assets and Liabilities as per records available.
- iv. Preparation and updating of property Register from.
- v. Physical verification of Fixed Assets in specific cases/events.
- vi. Monthly Bank Reconciliation of all bank accounts at Head Office.
- vii. Investment against Earmarked funds.
- viii. Preparation of Contingent Liabilities.
- ix. Provision of all loan liabilities as per details available.
- x. Provision of all outstanding liabilities for expenses.
- xi. Provision of all known liabilities.
- xii. Provision of prepaid expenses.

Bidder

Commissioner

- xiii. Preparation of lists of deposits, outstanding loans to staff, advances to contractors and suppliers, sundry debtors and creditors.
- xiv. Preparation of Fixed Assets schedule.
- xv. List of Capital and Revenue Grants.
- xvi. Preparation of Capital Work in Progress accounts.
- xvii. Preparation of Balance Sheet, Income & Expenditure account, Receipts & Payments account.
- xviii. Preparation of report from time to time to submission with competent Govt. Authorities.
- xix. The CA firm or their representative shall attend the meeting as per requirement of Corporation.
- xx. Work as per national Municipal Accounting Manual Norms and Double Entry Norms of Government.
- xxi. Forms prescribed by competent Govt. authority (Central/State/Corporation, as the case may be) From time to time. The Corporation will not pay any separate fees for this.
- xxii. To train four Municipal corporation staff during contract period.
- xxiii. The Employees of the Chartered Accountant firm should complete their daily accounting work in the Municipal Corporation office
- xxiv. At the end of the year, Jalgaon C.A./C.A. Firm have to be provide Tally data and backup as well as PDF report file, any other related works without any delay or obstruction.

## 2. **Sub Contract :-**

- The Selected C.A./C.A. firm have to make agreement (as per final Tender Cost) with Jalgaon Municipal Corporation Jalgaon within eight days.
- The successful Chartered Accountant firm shall not be allowed to sub-Contract the work. If the firm is found sub-contracting the work allotted, the matter will be reported to the ICAI for disciplinary action as per code of conduct.
- The work can be allotted only to those firms which will be successful against the norms fixed by corporation.

## 3. **Corporation Property :-**

- CA/CA FIRM shall be responsible for the safe keeping and return in good condition and order all the Corporation property which may be issued or assigned to you or which is in your custody. Also any material collected by you during the course of this work/assignment will be the sole property of the Municipal Corporation, Jalgaon and will have to be returned before the release of the payment.

## 4. **Duration of Technical Assistance**

- The Contract duration for the assignment shall be **Forty-Eight (48)** months.(F.Y.2023-2024 to F.Y.2026-2027)

## 5. **Divulging of Information :-**

- During the course of the contract period or thereafter C.A./C.A. Firm shall not share with or divulge to any person or persons any of the organization's affairs without written authorization from the commissioner, Municipal Corporation, Jalgaon.

## 6. **Early Termination of the Contract:-**

- If for any reason, Commissioner, Municipal Corporation, Jalgaon determines that the contract should be terminated, he can do so at his own discretion.
- All the disputes so occurred will be decided by the commissioner, Municipal Corporation, Jalgaon and his decision will be final.

## **7. Payments :-**

- The Consultant firm will submit their report along with professional bill on six monthly basis.
- GST shall be paid as per prevailing rate subject to submission of GST Registration Certificate.

**Commissioner  
Municipal Corporation, Jalgaon**

## **MEMORANDUM**

**(a) If several sub works are included the should be detailed in a separate list**

### **(a) General description**

## **Appointment of Chartered Accountant Firm for Providing Double Entry Accounting system Services To Corporation.**

**(b)** The amount of earnest money to be deposited shall be in accordance with the provision of paras

**(b) Estimated Cost/Tender cost Rs.-**

(c) Earnest money Rs. 50,000.00

**(d) Tender Security deposit Rs. 3 % ( As per quoted professional fee )**

**Format for - AFFIDAVIT ON A NON JUDICIAL STAMP PAPER OF RS.100/- DULY NOTARIZED**

**(Annexure - A)**

I, \_\_\_\_\_ sole proprietor/partner/authorized signatory of  
M/s.\_\_\_\_\_ sole proprietorship/partnership firm/public/private limited  
company , having its principal place of business/ registered office  
at.....(Full Address) do hereby solemnly affirm and declare as under:-

1. That I am the sole proprietor of M/s\_\_\_\_\_ /

**Or**

That ours is partnership firm having partners as under:-

Full Name of partners.

- (a)
- (b)
- (c)
- (d)

Or That ours is a private limited/public limited company incorporated in terms of the provisions of the Companies Act,1956/Companies Act,2013. (Delete which is not applicable while typing affidavit)  
If proprietorship a registration certificate for the same/if partnership Firm, partnership deed is to be enclosed , if private limited/public limited company, Certificate of incorporation and Memorandum & Articles of association to be submitted. All the partners/ directors should sign the affidavit or the person authorized by all the partners or one of the Directors duly authorized by Board Resolution in case of Company can sign with authority letter from all the partners/or Board Resolution in case of Company is to be enclosed.

2. That I hereby confirm and declare that my/our firm/company M/s..... is not blacklisted/delisted or debarred or on Holiday list with any company of Private/Public Ltd. or Government Company/Govt. deptt. from participating in the tender as on date.

3. That I hereby confirm and declare that my/our firm/company M/s..... is /are not involved in any illegal activity and/or not charge sheeted for any criminal act of theft and/or diverting of fertilizers for industrial use or any other essential commodity during last five years.

**Bidder**

**Commissioner**

4. That I further undertake that in case any of the facts sworn in as mentioned above and any particulars mentioned in our application is found other-wise or incorrect or false at any stage, my/our firm/ company shall stand debarred from the present and future tenders of the GNFC. Besides, GNFC shall be entitled to take all such actions as may be deemed fit including termination of contract, if awarded, without any claim for any compensation whatsoever on account of such premature closure of the contract.

5. I know that to swear a false affidavit is a crime under the law and with such knowledge only I have swear this Affidavit.

(Signature of the Proprietor/ Managing Partner/Director with Seal)

DEPONENT

Verified at ..... on ..... that the contents of paras 1 to 5 of this affidavit are true and correct and no part of this is false and nothing material has been concealed or falsely stated therein.

(Signature of the Proprietor/ Managing Partner/ Director with Seal)

DEPONENT

(Signature & Seal of Notary)

Bidder

Commissioner