

## Ujjain Municipal Corporation, Ujjain



### Outsourcing of Accounting and Taxation Activities

#### Request for Proposal Document

2024-25 TO 2028-29

(This document contains 23 pages)

# Ujjain Municipal Corporation, Ujjain

## Notice inviting offers for Accounting and related works from Reputed Chartered Accountant Firms

Notice No.

Purchase of tender start date	-	28 /02 /2024 at 10:30 AM
Purchase of tender end date	-	28/ 02/2024 at 5:30 PM
Bid Submission end date	-	26/03/2024 at 5.30 PM
opening date/time	-	28/03/2024 at 11.00 AM

Ujjain Municipal Corporation, Ujjain a Urban Local Body intends to invite Online offers (in two bid system) from Chartered Accountants (Registered Proprietary / Partnership Firm) for :-

- 1.) Preparation of Balance Sheet under Accrual Based Double Entry Accounting System For Five Financial Year .
- 2.) Preparation of Accounts under Accrual Based Double Entry Accounting System from each Financial Year & Complete Half Yearly & Annual Balance Sheet. (Five Year's)
- 3.) All Types TDS and GST working and checking & Monthly, Quarterly and annual Returns other Taxation Advisory and Compliance Services. (Five Year's) and other requirement and necessary work.

Interested firm / agency should be Practicing Chartered Accountancy Firm since last 5 years, may obtain Request for Tender (RFT) from website [www.mptenders.gov.in](http://www.mptenders.gov.in) by paying an amount of Rs 2000-00 through online and also detail tender document can be viewed form the above mentioned website.

Commissioner  
Municipal Corporation Ujjain

सहायक स्टाफ अधिकारी  
नगर पालिक नियम उज्जैन

अपर आयुक्त (वित्त)  
नगर पालिक नियम उज्जैन

# Ujjain Municipal Corporation, Ujjain

## Terms of References TOR for (RFT)

### 1. Introduction

The Government of Madhya Pradesh (GOMP) is reforming the accounting system in Urban Local Bodies (ULBs) by introducing Accrual Based Double Entry Accounting System (ABDEAS).

Madhya Pradesh Municipal Accounting Manual (MPMAM), based on the National Municipal Accounting Manual (NMAM), has been prepared for improving the accounting and reporting system in Urban Local Bodies (ULBs) in Madhya Pradesh. Opening Balance Sheet as on 01-04-2009 and Annual Financial Statements upto 2017-18 have been prepared by **Ujjain** Municipal Corporation (UMC) under Madhya Pradesh Urban Services for the Poor Programme (MPUSP). Computerised Uniform Accounting System is also being implemented in UMC. A State level e-Governance software is planned for implementation in all ULBs in MP.

However, to sustain migration to ABDEAS and to further strengthen financial reforms for timely recording of transactions and preparation of financial reports, UMC need regular operational support of external consultants. UMC now wishes to appoint a Consultant for providing Support to Sustain ABDEAS for a period of 05 years.

### 2. Objectives of the Assignment

To provide technical and operational support to UMC to sustain ABDEAS and to further strengthen financial reforms for timely recording of transactions and preparation of financial reports as per MPMAM, The Madhya Pradesh Municipal Corporation Act, 1956 and Rules framed there under and the requirements of UMC.

#### Name of Work :

- 1.) Preparation of Balance Sheet under Accrual Based Double Entry Accounting System For Each Financial Year.(Five Year's)
- 2.) Preparation of Accounts under Accrual Based Double Entry Accounting System from Financial Year & Complete Half Yearly & Annual Balance Sheet. (Five Year's)
- 3.) All Types TDS and GST working and checking & Monthly, Quarterly and annual Returns other Taxation Advisory and Compliance Services. (Five Year's)

### 3 Scope of Work:

#### I. Scope of Work of Preparation of Balance Sheet under Accrual Based Double Entry Accounting System for Financial Year (Five Year's) (2024-25 TO 2028-29)

- Preparation of Balance Sheet under Accrual Based Double Entry Accounting System as per Madhya Pradesh Accounting Manual and accounts rules year 2018. It Includes preparation of :-
  - Journals books, Ledgers, Cash Book, Bank Book, Journal sub ledger, Receipts and Payment Account, Income and Expenditure Account, Trial Balance etc.
  - Fixed assets register – Computation of depreciation, reconciliation of assets with records of respective departments.
  - Any other requirement as per Madhya Pradesh Accounting Manual.

## II. Scope of Work of Preparation of Accounts under Accrual Based Double Entry Accounting System and preparation of balance sheet for the same F.Y.. (2024-25 TO 2028-29)

Ujjain Municipal Corporation invites tenders from well established Service Providers for Preparation of Accounts under Accrual Based Double Entry Accounting System relating to the Municipal Corporation, mainly:-

The Scope of Work for this assignment is to provide regular technical and operational support to UMC to sustain ABDEAS and to further strengthen financial reforms which broadly includes, but not limited to the following tasks:

- Entry of all accounting transactions/vouchers in the accounting software on accrual basis.
- Maintain and accurately update all books of accounts and registers on regular basis, including the following:
  - all accounting ledgers; property tax ledgers of assesses; ledgers of other taxes, user charges, fees, etc;
  - All Types TDS, Employee TDS and GST working and checking & Monthly, Quarterly and annual Returns.
  - entire payroll accounting, including pension, staff welfare schemes, and other staff benefits; general provident fund ledgers of employees;
  - Works ledgers including deduction and payment of statutory deductions like income tax, All Types GST, Tds Tax, Employee Tds , VAT, royalty etc.;
- Preparation of month end Trial Balance on accrual basis.
- Regarding, checking and reconciling all revenue collections (taxes, user charges and fees).
- Maintenance of Cheque issued and Cheque received registers, identification of dishonoured cheques specially for taxes, license fee and user charges.
- Proper accounting of grants as per the covenants of each grant; identification of fixed assets created out of specific grants; preparation of utilization certificate and maintaining grant register and reconciliation.
- Reconciliation of various types of accounts and obtaining confirmation of balances to ensure accuracy of manual and computerised books of accounts like:
  - Bank accounts, (including bank reconciliation arrears, if any, for previous years);
  - Bank fixed deposits, interest received and accrued thereon;
  - Advances to contractors, suppliers, consultants and employees;
  - Payables;
  - Deposits received – Security, EMD, others;
  - Deposits given for utilities and others;
  - Loans received (borrowings), repayment of loan and interest and interest payable.
- Make adjustments in the books of accounts wherever required based on the reconciliations as mentioned above.
- Capital Work in Progress (CWIP) - verification and adjustments for completed and ongoing contracts, conversion to fixed assets and calculation of depreciation.
- Review of existing fixed asset inventory records and current financial year transactions to segregate capital and revenue expenditure items for proper grouping and booking of expenses.
- Update fixed assets and inventory records and registers. Calculation and recording of depreciation on fixed assets.
- Identification of pre-paid expenses, outstanding expenses, outstanding income and any income which is received in advance;
- Accounting software – Verification of opening balances, generation of Financial and MIS reports, data backup and security.
- Preparation of half yearly and annual financial statements on accrual basis.
- Maintain and update key financial information required to evaluate financial status and improvements in collection of taxes, user charges and other revenues.
- Ensure adherence to the chart of accounts, forms, accounting policies and procedures prescribed in MPMAM.

- Provide regular handholding support and training to MC staff for implementing financial reforms and sustaining migration to ABDEAS.
- Support UMC in preparing and monitoring the budget.
- Any other task required for implementing financial reforms and sustaining ABDEAS.

### **III. SCOPE OF WORK OF Taxation Advisory & job work and Compliance Services.**

- Advisory and Compliance services regarding Sales Tax (VAT), Income Tax, All Types GST, All TDS, Employee Tds, Upkar, Royalty etc.
- Preparation and Filing of All Types GST Returns.
- All Types TDS, Employee TDS and GST working and checking & Monthly, Quarterly and annual Returns.
- Preparation and Filing of TDS Returns. Issuance of Form No. 16 & 16A to deductees.
- Assistance at assessment stage under applicable tax laws.
- Compliances of notices issued to UMC in respect of tds or others, preparing and drafting of appeal to IT Dept /VAT/GST or relevant authority if so required.
- Any other items of related work.

#### **4 Outputs and Deliverables**

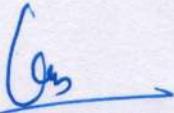
The Deliverables of this assignment, will necessarily have to be provided within the stipulated time, and details as provided in the following table:

<b>Deliverables</b>	<b>Due Date</b>	<b>Contents</b>
1. Month-end trial balance on accrual basis	By the 10 <sup>th</sup> of subsequent month (for backlog as per schedule agreed with the (UMC)	As per MPMAM, accompanied with reconciliation statements for all bank accounts and fixed deposits with banks.
2. Fixed Assets and Inventory Registers	Continuous updating of fixed assets and inventory registers. Submission of the print version and soft copy of the registers, twice a year with half yearly and annual financial statements.	As per MPMAM
3. Half Yearly Financial Statements	By 31 <sup>st</sup> October, each year (in case of backlog for previous years' as per schedule agreed with (UMC)	Balance Sheet, Income and Expenditure Statement, Receipts and Payments Account, Cash Flow Statement, Financial Performance Indicators, Fixed Assets and Inventory Registers, reconciliation of all accounts mentioned in the scope of work along with schedules, sub-schedules, annexures, and all working details, ledgers and other books of accounts)

Deliverables	Due Date	Contents
4.Annual Financial Statements within one month from ending the financial year	<b>Five Year's</b> <b>2024-2025</b> <b>2025-2026</b> <b>2026-2027</b> <b>2027-2028</b> <b>2028-2029</b>	Balance Sheet, Income and Expenditure Statement, Receipts and Payments Account, Cash Flow Statement, Financial Performance Indicators, Fixed Assets and Inventory Registers, Reconciliation of all accounts mentioned in the scope of work along with schedules, sub-schedules, annexures, and all working details, ledgers and other books of accounts
5 E tds filling	by the due date of income tax , ALL Types TDS & GST or VAT dept. at the end of each quarter . Failing which, if any penalty/fine is imposed upon UMC than it will be recoverable from the Chartered Accountant firm.	Quarterly/half/annually return in prescribed format Preparing of tax certificates i.e. form 16, form 16A, form 31 and 32
6 Balance Sheet for <b>Five Year's</b>	1 Bank Reconciliation Statement for All bank accounts 2 Balance Sheet , Income & Expenditure Reports 3 Fixed Assets Register in Excel and Capital Work In progress registers 4 Complete Trial Balance Sheet 5 Tall Data in soft copy 6 Closing Cash Certificate and Stock Certificate 7 Policy and Notes on Accounts 8 Any other relevant and necessary report	In hard and soft copy

5      **Expertise and inputs**

Experts Title	Qualifications & Skills	Experience
1. Team Leader (1 person) for 7 days in a Month	<ul style="list-style-type: none"> <li>▪ Chartered/Cost Accountant/SAS</li> <li>▪ Knowledge of ULB accounting</li> <li>▪ Good exposure to computerised accounting (Tally or other widely used ERP), MS-Word and Excel</li> </ul>	Minimum 2 years' post qualification work experience with Municipal Corporations/ other Urban Local Bodies/ MP Govt. depts./MP Govt. Undertakings.
2. Accountant (1 person)	<ul style="list-style-type: none"> <li>▪ Inter CA/ Inter CMA/M Com,</li> <li>▪ Knowledge of ULB accounting</li> <li>▪ Proficiency in using Tally ERP, MS-Word and Excel, and power point</li> </ul>	Minimum 3 years' work experience with Municipal Corporations/ other Urban Local Bodies/ MP Govt. depts./MP Govt. Undertakings
3. Support Staff (1 or 2 persons) Daily	<ul style="list-style-type: none"> <li>▪ Commerce Graduate</li> <li>▪ Certificate course in Tally or any other ERP</li> <li>▪ Proficiency in using Tally ERP, MS-Word and Excel, and power point</li> </ul>	Minimum 2 years' experience of accounting and data entry for double entry accounting system with Municipal Corporations/ other Urban Local Bodies/ MP Govt. depts./MP Govt.

  
 नहानक लेखाधिकारी  
 नगर पालिक नियम उच्ज्ञेन

  
 अपर लालुल (जितेंद्र)  
 उज्जैन नगर पालिक नियम

## 6 Terms of Payment and Payment Schedule

- a. Payment shall be made as per progress linked with the deliverables, as mentioned in the table below. The contract price shall be averaged out for each financial year by dividing the total contract price by the number of years of the assignment.
- b. The payment will be released on submission to and approval of the deliverables by the UMC.

Sr. No.	Deliverable/Report	Payment % of each year's fee
For Balance Sheet and Accounting works		
	For Balance Sheet [For the F.Y. Five Year's] (2024-25 to 2028-29)	
1	On Submission of Balance Sheet	40 % of the Fees for BS for concerning F.Y.
2	On after evaluation of BS by UMC	40 % of the Fees for BS for concerning F.Y.
3	On Approval of B S by UMC	20 % of the Fees for BS for concerning F.Y.
For Accounting works		
1	a. Month-end Trial Balance on accrual basis b. Reconciliation of all bank accounts and fixed deposits with banks.	5% for each month (Total 60% for 12 months)
2	Half Yearly Financial Statements	20%
3	Annual Financial Statements	20%
For Taxation Advisory and Compliance Services.		
1	On preparing and submitting Quarterly return for each quarter in prescribed format Preparing of tax certificates i.e. form 16, form 16A, form 31 and 32	20 % for each quarter and for the last quarter 30 % the remaining 10 % will be payable after 30 <sup>th</sup> June if no default raised by the IT Dept. found to the UMC.

## 6 Working arrangements

**TA management and counterpart staff :** The person in charge of the counterpart support, hereinafter called the 'Nodal Officer –ABDEAS', will be the Head of Accounts of UMC.

### Items to be provided by the Client to the Consultant

UMC will be responsible to provide the following to the consultant:

- Office space for the consultant's team and for training and workshop for UMC staff, as may be necessary.

- Access to all books, registers, and financial records of the UMC during office hours.
- Provide computers, data processing facility, printing equipment etc. as required for the various jobs listed in the scope of work.
- Provide necessary information and data required for preparation of the financial statements.

Consultant will be responsible to arrange for :

- all transportation and travelling required for the assignment;
- any training material required for ABDEAS and financial reforms.
- The service provider firm shall be responsible for complying with all statutory requirements for providing its personnel with requisite facilities such as minimum pay as per notification by the Appropriate Authority. The liability of the weekly rest and leave wages to the workers will be of the service provider firm.
- The service provider firm shall provide a substitute well in advance if any worker leaves the job.
- The service provider shall replace immediately any of its personnel, if they are unacceptable to Ujjain Municipal Corporation.
- The service provider firm should ensure police verification of character and antecedent of his staff and must furnish their identification proof like copy of election card or ration card duly attested by Gazetted officer of Central or State Govt., Sub-Divisional Magistrates/ Officers, Post Masters or persons duly authorised to sign identity certificates by GOI and countersigned by the service provider firm after getting himself/ herself satisfied.
- Since the persons engaged by the service provider firm shall be the employees of service provider firm, it shall be his duty to pay their salary every month. In addition, the service provider firm shall be responsible for all statutory payments, like provident fund, gratuity, etc.
- The service provider's firm personnel shall not divulge or disclose to any person, any details of office, operational process, administrative/organisational matters. In this regard separate undertaking from every personnel deployed in UMC shall be taken by the service provider and same shall be forwarded to UMC.
- The service provider shall not assign, transfer, pledge or sub contract the performance of services.
- The service provider firm shall provide back up of the accounts on daily basis.
- The service provider firm will raise monthly bill by 5<sup>th</sup> day of the next month which UMC shall pay after due verification. Deduction will be made from the monthly bill for inadequate and unsatisfactory service.
- In case the service provider firm fails to perform or its performance is found to be unsatisfactory, the contract can be terminated by UMC by giving one month's notice. The performance guarantee/security in that case shall be forfeited without assigning any reason.
- UMC reserves the right to reject any or all the bids without assigning any reason thereto. UMC will also have a right to reject any bid on the basis of unsatisfactory past performance of a bidder or warranted termination of past contract. Suppression/misrepresentation of any factual information by any bidder or furnishing false information, shall render the contract liable to be terminated and performance guarantee forfeited. The decision of UMC shall be final and binding in this regard.
- The service provider firm shall start providing service within a period of 15 days from the date of the contract.

## 7 REPORTING AND PERFORMANCE REVIEW

Reporting and Performance Review shall form an important part of this outsourcing assignment. The bidder firm shall be required to adhere to the following reporting requirements during the tenure of the contract:

1. The bidder firm during the tenure and execution of this contract shall be required at all times to work in complete coordination with the employees of the Municipal Corporation.
2. The bidder firm shall be required to report the outcome of their activities to the Commissioner/ACMC(F) .
3. During the course of the contract there shall be regular meetings between the officials of the UMC and the bidder firm to discuss and review upon the performance of the bidder firm at mutually agreed time intervals
4. Reports/ outputs of the bidder firm would need to summarize the areas of their findings and recommendations wherever required. Firm would need to promptly discuss any matters that come to its attention with the Head of Accounts Section of Municipal Corporation during its work
5. The reports/ output generated by the bidder firm would be solely for the internal use of The Municipal Corporation. Any other distribution of the same must be approved by The Municipal Corporation in advance in writing. Distribution of any information pertaining to The Municipal Corporation without prior written consent of the UMC shall be treated as major misconduct and shall be dealt accordingly
6. The bidder firm shall maintain a record of the activities being undertaken by them during the course of the contract. A summary of the work undertaken, completed and items pending shall be submitted to the Commissioner /JD(F) at the end of each month. This shall also form basis for the performance review of the bidder firm. Such record should be readily available for inspection at all times.

## 8 DETAILS OF BID AND EVALUATION PROCESS

### 8.1 Bid Documents

A set of bid documents (RFP) may be obtained by the interested Applicants by paying online an amount equal to Rs 2000-00 through website [www.mptenders.gov.in](http://www.mptenders.gov.in) and not in any other mode.

### 8.2 Format, Signing and Submission of PROPOSAL

#### 1. Bidding Process

- ❖ 'Single stage – Two envelope' bidding process shall be followed for selection of the firm by uploading online on [www.mptenders.gov.in](http://www.mptenders.gov.in)
- ❖ First Envelope shall contain 'Technical Proposal' (in two copies) and Second Envelope shall contain 'Financial Proposal' (in two copies) which shall be submitted through by online uploading . Method of bid-submission is detailed hereunder.

## 2. Earnest Money

- ❖ EMD (Earnest Money Deposit) for participation in the bid is **Rs 75,000/-** (Rs Seventy Five Thousand Only). should be deposited online in the name of Commissioner, Municipal Corporation, Ujjain through [www.mptenders.gov.in](http://www.mptenders.gov.in) only.
- ❖ The Applicant shall deposit EMD Online through [www.mptenders.gov.in](http://www.mptenders.gov.in) only.
- ❖ Offers submitted without EMD shall be summarily rejected.
- ❖ EMD deposited in any other manner except as mentioned above, shall not be accepted and such offers shall be rejected.

3. Any interlineations, erasures or overwriting shall only be valid if the person or persons signing the PROPOSAL initial them.

## 8.3 List of documents to be submitted with PROPOSAL

### a) TECHNICAL PROPOSAL

- i) Covering letter as in Appendix 1
- ii) Support information related to technical competence of the Applicant as specified in Form I to Form V

### b) FINANCIAL PROPOSAL (Price Bid)

- i) Final proposal in the format provided in Appendix 2.

## 9.0 Deadline for submission of bids

Proposals complete in all respects must be received by UMC at the address specified in Clause 8.2.2.8. The other important dates are:

Last Date for Submission: - .....

## 10.0 Modification Substitution, And Withdrawal of Proposals

The Applicant is not permitted to modify, substitute, or withdraw their Proposal after submission.

## 11.0 Bid Opening

- a) As the bid evaluation will be in two parts (EMD/ technical, and financial) as indicated in the RFP, there will be two bid-opening events – (i) for the EMD/ Technical Bids and (ii) for the Financial Bids
- b) Bid opening shall be in the presence of applicant's representatives who choose to attend. The Applicant's representatives, who are present, shall sign a register evidencing their attendance.
- c) The online bids that have been received within due date and time of submission would be opened ..... The Applicants' names will be announced at the opening.
- d) No bid shall be rejected at bid opening, except for late bids, which shall be summarily rejected and not considered.
- e) First of all, the outer envelopes of the received bids shall be opened. Thereafter, EMD envelopes shall be opened.
- f) Technical Bids of only those Applicants will be opened, who have deposited required amount of EMD, in the EMD envelope. Bids of those Applicants who have not deposited proper EMD shall not be considered for further Evaluation.

- g) The Financial Bids of only those Applicants, who are technically qualified during the technical evaluation, would be opened.
- h) The venue, date and time of opening of the financial bids of technically qualified Applicants will be intimated to them at the appropriate time, with adequate notice.
- i) The guidelines in this sub-section will generally be followed by UMC officers at each such event. However UMC may deviate from these in specific circumstances if it feels that such deviations are unavoidable, or will improve speed of processing and consequent execution of works.

#### 12.0 Evaluation of Technical Bids

- a) **Detailed Evaluation of Technical Proposals:** Bids found to be substantially responsive, will be taken up for detailed evaluation. Criteria for evaluation of technical bids have been specified in Appendix – 3 of this document.
- b) **Technically qualified Applicants:** All the Applicants who fulfil minimum eligibility criteria and secure a Technical Score of 70% or more will be declared as technically qualified. The Financial Bids of only the technically qualified Applicants will be opened for further processing.
- c) **Scoring:** Parameters used for evaluation of technical bids will be based on the relevance and nature of activities in past similar engagements, approach proposed, experience in domain area, experience and skill of core team proposed and conformance to time schedule.

#### 13.0 Evaluation of Financial bids

- a. The Financial Bids of the technically qualified Applicants will be opened.
- b. Fixed Price Bids: Only fixed price financial bids indicating total price for the deliverables will be considered.
- c. Arithmetical errors will be rectified as follows: if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail. However, if the amount quoted in words is not legible or not clear in meaning, the UMC may consider the amount quoted in figures as final. Such offers may also be rejected
- d. The bidder firm whose financial proposal will be the lowest, shall be awarded maximum number of marks. All other price proposals will receive marks in inverse proportion. The formula that shall be followed is as follows:  

$$X = Y \cdot (P/Z)$$

Where:

X= marks for the financial proposal being evaluated

Y= maximum number of points for financial proposal

P= price of the lowest priced proposal

Z= price of the proposal being evaluated

The proposal obtaining the overall highest score after adding the score of the technical proposal and the financial proposal shall be the proposal which shall get selected, subject to fulfilment of contractual formalities.

#### 14.0 Bid Clarifications

During evaluation of the bids, UMC may, at its discretion, ask the Applicant for clarification on their bid.

#### 15.0 Cost of Proposal

The Applicant shall bear all costs associated with the preparation and submission of its PROPOSAL and UCTCL will not be responsible or liable for these costs, regardless of the conduct or outcome of the selection process.

#### **16.0 Language of PROPOSAL**

The PROPOSAL prepared by the Applicant and all correspondence and documents related to the RFQ and PROPOSAL exchanged by the Applicant and UMC shall be written in Hindi or in English. Any printed literature furnished by the Applicant may be written in another language as long as such literature is accompanied by its translation in English, in which case, for purposes of interpretation of the RFQ, the English translation shall govern.

#### **17.0 Disclaimer**

UMC and/or its officers, employees disclaim all liability from any loss or damage, whether foreseeable or not, suffered by any person acting on or refraining from acting because of any information including statements, information, forecasts, estimates or projections contained in this document or conduct ancillary to it whether or not the loss or damage arises in connection with any omission, negligence, default, lack of care or misrepresentation on the part of UMC and/or any of its officers, employees.

#### **18.0 Miscellaneous**

This document and the appendices constitute no form of commitment on the part of whether in respect of the selection or otherwise. Furthermore, this RFP document confers neither the right nor expectation on any party to participate in the selection process. UMC reserves the right to reject any or all of the PROPOSALS, if it considers necessary to do so, and/or to withdraw from the selection process or any part of the selection process or to vary any of its terms at any time without giving any reason or incurring any liability thereto.

If any approval is necessarily required to be obtained from Institute of Chartered Accountants for taking up aforesaid assignment, it shall be obtained by the Applicant itself.

#### **19.0 Signing of contract and completion of formalities**

- a. Successful applicant will be required to sign Contract with UMC on non judicial stamp paper of Rs 500/- . Cost of stamp paper and revenue stamp to be affixed of agreement shall be borne by the applicant. UMC shall not reimburse these costs.
- b. Failure of the successful Applicant to sign the contract within seven days of intimation shall constitute sufficient grounds for the annulment of the award, in which event the UMC may blacklist the bidder and make the award to another Applicant or call for fresh bids and in this situation cost and expenditure for all procedure shall be recoverable from his emd or his emd shall be forbade.

  
सहायक सेलेक्शन कमेटी  
नगर पालिका नियम उच्चान

  
अपर आमुक्त (वित्त)  
उच्चान नगर पालिका नियम

**Appendix 1: Format for Covering Letter**

On Applicant's Letterhead

**FORM I**

**PROFARMA**

To

Commissioner,  
Municipal Corporation,  
Chatrapati Shivaji Prashnik Bhawan  
Agar Road  
Ujjain (M.P.)

Sir,

**Subject: Notice inviting offers for Accounting and related works**

The undersigned, having read and examined in detail the tender document (RFT) in respect of providing services for Accounting and related works on contract basis, do hereby express our interest to provide such services.

Correspondent Details:

Our Correspondence details are:

1	Name of Company/Firm	
2	Address of the Company/Firm	
3	Name of the contact person to whom all references shall be made regarding this tender	
4	Designation and address of the person to whom all references shall be made regarding this tender	
5	GST, PAN and Service Tax details	
6	Telephone	
7	E-Mail id of contact person	
8	Fax No.	

Cont...2/-

6  
राहायक नामांकनकारी

मुम्पर पालिक निगम उज्जैन

अपर लालुका (रिप्प)  
उज्जैन नगर पालिक निगम

**Documents forming part of the bid:**

We have enclosed the following:

- 1) Form II : Minimum Eligibility
- 2) Form III : Prior Experience
- 3) Form IV : Personnel Capabilities
- 4) Form V : Declaration Letter.
- 5) Form VI : **Details to be furnished with Technical Proposal**
- 6) Appendix 2: Price Bid
- 7) Details of Earnest Money Deposit of Rs. 75,000/- (Rs Seventy Five Thousands Only)
- 8) Letter of authorisation in the name of the contact person representing the company.

Thanking you,

Yours faithfully,

(Signature of the Authorised Person )

Date:

Name:

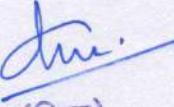
Place:

Designation

Business Address:

Seal:

  
सहायक लेखाधिकारी  
नगर पालिका निगम उज्जैन

  
अपर आयुक्त (वित्त)  
उज्जैन नगर पालिका निगम

**MINIMUM ELIGIBILITY**

The details in respect of the company are given as under:

1	Name of the Company/Firm	
2	Year of Registration/Incorporation (with a copy of Regn/Incorporation Certificate.	
3	Number of Employees as on  <b>Assistant 2</b> Commerce Graduates (excluding Article Clerk) <ul style="list-style-type: none"> <li>• With 5 years experience on</li> <li>• <b>Data Entry Operator 2</b> accounting software working</li> <li>• With 5 year experience on</li> </ul>	
4	Minimum 5 year's of work experience Municipal Corporation	

Yours faithfully,

(Signature of the Authorised Person )

Date :

Name :

Place :

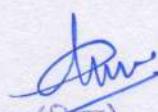
Designation

Business Address:

Seal:

Note 1: Please enclose copy of firm's registration certificate, partnership deed, detailed profile of the firm, brief history, valid certificates of practice of the partners, membership/ fellowship certificate of partners from ICAI, certificates regarding additional qualifications if any and other relevant details.

  
**महाराष्ट्र राज्याधिकारी**  
**नगरपालिका नियम उच्ज्ञेन**

  
**आपर आयुक्त (वित्त)**  
**उज्जैन नगर पालिका नियम**

Format for submission with Quotation

(Use separate tables for each reference engagement specified in the order)

**PRIOR EXPERIENCE***(Using the format below, provide information in respect of each company/organisation to whom outsourcing services on contract basis was provided by the company during the last three years)*

Company Name:

S.No.	Item	Particulars
1.	Customer Name	
2.	Current status of the assignment – works in progress or completed.	
3.	Start date of assignment, contract tenure & value	
4.	Brief description of scope of consulting	
5.	Designing & implementation time	
6.	Relevance to the Project of UMC	

**Note 1:** The above details should be accompanied with letter of award for each customer/ client of the bidder firm

**Note 2:** In the contract is completed on the date of submission of this RFP letter of successful completion from the bidder firm client/ customer should also be enclosed

**Note 3:** The Letter of award of contract should not be more than 3 years old from the date of the RFP.

Yours faithfully,

(Signature of the Authorised Person )

Date:

Name:

Place:

Designation

Business Address:

Seal:

6  
सहायता दातावकारा

अपर आयुक्त (प्रिल्स)  
उज्जैन नगर पालिक निगम

**PERSONNEL CAPABILITIES**Format for submission with Technical-Proposal**Number & Category of Personnel to be deployed on the Works if undertaken:**

UMC requires that minimum One Chartered Accountant having minimum three years post qualification work experience, and One qualified assistant (who is at least M Com and possess minimum 5 years of post qualification work experience in the area of Municipal accounting work and direct taxation) and one data entry operator (Graduate with good command over English having reasonable typing speed and working experience in Microsoft Office Tools), none of whom is an article clerk or article trainee or any other person by whatever name called who is completing apprenticeship, be deployed on full time basis within the Municipal Corporation premises for completion of the assigned tasks. However, if the applicant feels that the assignment requires more people than minimum staff indicated above, it may indicate so in the following table. However, it may please be noted that the staff indicated in the following table would have to be actually deployed by the applicant, if it is selected for the 'Assignment'.

Provide your consent for deploying the services of the staff for the present Assignment to UMC, in the following table:

Sr.	Category of people	Agreed / Not Agreed
1	<b>Chartered Accountant</b> (Having minimum five years post qualification (work experience) and minimum 5 years of work experience Municipal Corporation	
2	<b>Assistant 2</b> (Must be at-least M Com, and possess minimum 5 years of post qualification work experience)	
3	<b>Data Entry Operator 2</b> (Graduate with good command over English having reasonable typing speed and working experience in handling Microsoft Office Tools)	

सहायक अधिकारी  
नगर पालिका निगम उज्जैन

अपर आमुर्त (वित्त)  
उज्जैन नगर पालिका निगम

## DECLARATION

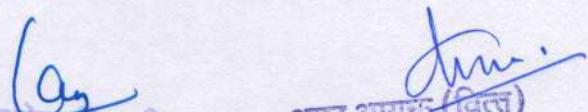
Declaration Letter on official letter head stating the following:

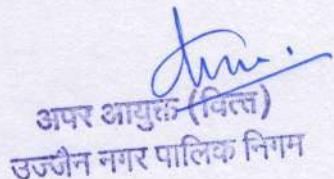
1. I hereby declare that, I/We have made myself/ourselves thoroughly conversant with the Scope of work and local conditions regarding Assessment and scrutiny of Annual Returns on which my/our offer is based for the work.
2. The specifications, clauses, and conditions for this work have been carefully studied and understood by me before submitting this tender.
3. We are not black-listed by any Central/State Government/ Public Sector Undertaking/Institute of Chartered Accountants of India.
4. I undertake to pay the labour engaged on the work as per minimum wages act and its amendments from time to time applicable to the zone concerned.
5. I hereby declare that Shri \_\_\_\_\_  
residing at \_\_\_\_\_  
having Telephone No. \_\_\_\_\_, Fax No. \_\_\_\_\_  
Mobile No. \_\_\_\_\_ E-mail address \_\_\_\_\_  
shall be my/our authorized representative for attending the call. He will be responsible for liaison.
6. I hereby declare that I have signed all the pages of the tender document in token of acceptance of all the contents and terms & conditions of tender.
7. The facts and information furnished by us are true to the best of our knowledge.

Yours faithfully,

(Signature of the Authorised Person )

Date:	Name:
Place:	Designation
Business Address:	Seal:

  
 सहायक अधिकारी  
 नार परिवार नियम उज्ज्वल  
 Page 19 of 23

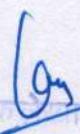
  
 अपर आयुक्त (वित्त)  
 उज्ज्वल नगर पालिका निगम

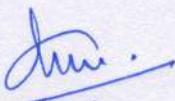
**PART A: EXECUTIVE SUMMARY**

The Executive Summary of the Technical Proposal shall provide a brief description of the firm, containing details like ownership structure, write up on business history and growth, business areas, activities, revenue details, etc. This section shall also include a brief commentary on the capability of the Company/ firm, as demonstrated in its past record.

**PART B: STRATEGY NOTE**

As would be evident from the objectives set for 'The Assignment', please provide a brief note, clearly highlighting the challenges you see in the implementation, rollout and sustained support and what mechanisms and strategy you will put in place to make this a success.

  
राष्ट्रीयक विकासिकारी  
उज्जैन नगर पालिक नियम उज्जैन

  
अमर आमुक (वित्त)  
उज्जैन नगर पालिक नियम

## PERFORMA FOR PRICE BID

1. Name of the Company/Firm, address, etc.
2. Details of rate quoted

(Figures may be written in words as well as in figures. In case of any discrepancy between figures and words, the '**written in words**' will be taken into consideration)

Note: No cutting or over writing will be allowed. Any financial bid with over-writing or cutting will be disqualified.

Sr. No.	Particulars	Fees (Rs.) Lum Sum	Fees (Rs.) Per Month/Quarter
1.	Preparation of Balance Sheet under Accrual Based Double Entry Accounting System For Five Financial Year's		X
2.	Preparation of Accounts under Accrual Based Double Entry Accounting System from Five Financial Year's	X	
3.	All TDS & GST working and checking other Taxation Advisory and Compliance Services.	X	

I understand that for total cost calculation of the lowest bid

.....

Yours faithfully,

(Signature of the Authorised Person )

Date:

Name:

Place:

Designation

Business Address:

Seal:

**APPENDIX 3:- Methodology for evaluation of Technical Proposals.**

(For information only, and not to be filled/ submitted by applicants)

**Stage 1: Evaluation of Applicant regarding minimum eligibility criterion**

Sr No.	Particulars	Evaluation
1.	Whether the applicant is a registered firm of Chartered Accountants, having minimum five Chartered accountant partners.	Yes / No
2.	Whether the applicant firm has at-least one Partners who are fellow members of the Institute of Chartered Accountants.	Yes / No
3.	Whether applicant fulfils minimum experience criterion as per para 5	Yes / No
4.	Whether applicant firm has submitted documentary evidence for supporting it's claim of representing clients before the ITAT (Income-tax) or above appellate authority	Yes/ No
5.	Whether applicant fulfills minimum Turnover of a minimum of Indian Rupees 50,00,000 (Rs. Fifty lacs only).	Yes / No
6.	Whether the applicant firm has office at Ujjain	Yes / No
7.	Whether lead partner of the firm for this project sits regularly at Ujjain	Yes / No
8.	Whether firm has agreed for deploying services of at-least one CA having minimum three years post qualification work experience in the area of Municipal accounting work and direct taxation, on need basis for the assignment.	Yes / No
9.	Whether firm has agreed for deploying services of at-least one M Com qualified assistants having minimum five years post qualification work experience in the area of direct taxation, on need basis for the assignment	Yes / No
10.	Whether firm has agreed for deploying services of atleast one data entry operator who is a Graduate having good command over English with reasonable tying speed in both Hindi & English and hands on working experience in handling Microsoft Office Tools	Yes/ No
11.	The Firm must having GST No.	Yes/ No

सहायक  
नगरपालिकारी  
नगरपालिका निगम उज्जैन

अपर आयुक्त (वित्त)  
उज्जैन नगर पालिका निगम

**Stage 2: Evaluation of Applicant regarding Technical Competence**

<b>TECHNICAL EVALUATION CRITERIA/ ASSOCIATED SCORE</b>		
<b>Attribute(s)</b>	<b>Maximum Score</b>	
Company and Organizational Criteria <ul style="list-style-type: none"> <li>❖ No. of years of experience</li> <li>❖ Turnover achieved</li> <li>❖ Client Portfolio (Those serving government clients shall be given due weightage)</li> <li>❖ No. of Chartered Accountant Partners</li> <li>❖ Experience in related services/ projects (Experience in power sector in relevant areas shall be given due weightage)</li> </ul>	25	
Approach & Methodology proposed for Project <ul style="list-style-type: none"> <li>❖ Strategy Note (Understanding the project requirement)</li> <li>❖ Project Quality Assurance Measures</li> <li>❖ Planning &amp; Appropriateness of implementation schedule</li> </ul>	20	
Profiles of Candidates attached along with RFP Document <ul style="list-style-type: none"> <li>❖ Education level and experience of team members</li> <li>❖ Interview with the proposed candidates to be deputed for the purposes of the project</li> <li>❖ Key technical and managerial skills</li> </ul>	15	
Documentary Proof of bidders having successfully concluded cases on behalf of their clients before ITAT or senior appellate authority	10	
Financial Bids	30	
<b>Total Score</b>	<b>100</b>	

Note 1: Stage 2 evaluation regarding Technical Competence will be done in respect of only those Applicants who fulfill minimum eligibility criterion as shown in Stage 1. Bids of those applicants who do not fulfill minimum eligibility criterion as per stage 1 shall not be considered for further evaluation.

Note 2: Minimum qualifying score in technical evaluation shall be 70%

Note 3: Documentary proofs (in the form of letter of award on the client's letter heads) wherever applicable shall be required. Proofs of only public limited companies and government or other statutory bodies shall be accepted.

Note 4: Documentary proofs as mentioned in 3 above shall be accepted for only 3 years before from the date of the RFP

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