

JUNAGADH MUNICIPAL CORPORATION (JuMC)
“SWAMI VIVEKANAND BHAVAN .AZAD CHOWK, JUNAGADH ”-362001
EXPRESSION OF INTEREST

Junagadh Municipal Corporation (JuMC) is a local self government of Junagadh City committed to provide basic infrastructure facilities including entertainment facilities to the people of the city. JuMC is very well known for the managing the city by using private sector participation as well as introduction of innovative mechanism in management to serve people efficiently. City has prepared different plans for improving services and to nullify gap between services and demands.

1. JuMC invites “Expression of Interest” from reputed and experience Chartered Accountant firms to carry out taxation advisory and compliances service.
2. The firm having experience of taxation advisory and compliances service of Municipal Corporation will be given preference.
3. The scope of work and term & condition are AVAILABLE IN THE OFFICE OF Chief Accountant, Account Department, “SWAMI VIVEKANAND BHAVAN . ” Room no.128 1st Floor, AZAD CHOWK, JUNAGADH any working day between 11.00 a.m. to 4.00 p.m. from 06-03-24 upto Date 13-03-24 after payment of form fees Rs.1500 /- in form of Demand Draft payable at Junagadh, of any Nationalized Bank or Schedule Bank (Except Cooperative Bank). Pre bid meeting will be scheduled on - at - in office of Vir Savarkar Meeting Hall Junagadh Municipal Corporation.
4. Chartered Accountants Firms should submit their offers online in the given format. An Earnest Money Deposit (EMD) for Rs.45,000/- shall have to be paid in form of Demand Draft payable at Junagadh, of any Nationalized Bank or Schedule Bank (Except Cooperative Bank). All relevant documentary proof / certificate duly self certified shall have to be submitted on or before Date 13-03-24 in working hours up to 6.00 pm addressed to Chief Accountant, “SWAMI VIVEKANAND BHAVAN . ” Room no.128 1st Floor, AZAD CHOWK, JUNAGADH JUNAGADH – 362 001. The verification of documents submitted will be examined by the department and the representative of Chartered Accountant shall have to produce the original documents for verification whenever asked by the department.

| Milestone Dates for e-tendering is as under | |
|---|---|
| 1. Downloading of e-Tender documents | 06-03-24 To 13-03-24 upto 18.00 Hours. |
| 2. Pre-bid Meeting in the office of the JUMC. | Not Applicable |
| 3. Online submission of e-Tender | 06-03-24 To 13-03-24 upto 18.00 Hours. |
| 4. Submission of EMD, Tender fee and other required documents as per Financial, Experience etc. by Registered A.D. or Speed Post. | 06-03-24 To 13-03-24 upto 18.00 Hrs. |
| 5. Opening of online Primary Bid | 13-03-24 at 18.00 Hours onwards |
| 6. Verification of submitted documents | 14-03-24 at 10.30 Hours onwards |
| 7. Agency to remain presenting personal on with original documents for verification | between 12.00 to 13.00 Hours |
| 8. Opening of online Price Bid only qualified bidders | 14-03-24 at 17.00 Hours onwards (If Possible) |
| 9. Bid Validity | 120 Days |

5. Municipal Commissioner, JUNAGADH Municipal Corporation, JUNAGADH, reserves the right to accept / reject any or all offers received without assigning any reason thereof.

Account Officer
JUMC

Asst. commissioner
JUMC

Chief Audit Officer
JUMC

Dy. Commissioner
JUMC

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TERMS AND CONDITION FOR APPOINTMENT OF CONSULTANT

The Chartered Accountant firms should have at least 3 Years of experience in Advisor & compliances service in the area of Income Tax viz Income Tax Return, Income Tax TDS & TCS return, independent handling of search & surveys related cases, appeals & adjudicating related matters - filling – drafting & appearing before respective tax authorities; GST related advisory & compliances service provided to Municipal Corporation or Government Bodies. The firm having experience of above mentioned Taxation advisory & compliances service of Municipal Corporations and firms should have adequate number of fulltime qualified chartered accountants with relevant experience. They should submit information in enclosed form stating the list of full time employed Chartered Accountants with their complete bio-data, who are likely to be assigned the work and other relevant information of the firm along with professional fees for taxation, advisory & compliances services and preparing balance sheet of JUMC for the year 2024-25 to 2026-27.

1) General Terms And Conditions:-

- 1.1 Selection of firms will be done only after detailed scrutiny of the credential so the firm, their competency, and no. of qualified Chartered Accountants to be engaged.
- 1.2 Only those peer reviewed CAs/ CA firms which is in practice for more than 10 years & also at least one CA should be ISA qualified AND also CAs/ CA firms have handled at least 3 assignment for preparing balance sheet and taxation advisory and compliances services of Municipal Corporation / Government Bodies.
- 1.3 Selected firms shall have to give declarations to follow all ethics of faiths and information provided by JUMC shall be kept 'strictly confidential'.
- 1.4 The CA Firm will have to start the work within 10 days of the receipts of the letter of appointment.
- 1.5 The assigned work has to be completed in at time bound manner.
- 1.6 Selected CA Firm has to appoint at least 1 chartered accountant & other qualified personal. for work assign by JUMC. Also selected firm shall have to carry out work after completion of office hours and on public holidays if requires or as directed by JUMC. Further selected CA Firm should also have to appoint qualified personal for the proposed work.
- 1.7 The selected firm will have to comply with the instructions if any issued by the JUMC. No TA/DA expenses will be borne by the JUMC for undertaking this works and this will have to borne by the CA firms.
- 1.8 The scope of work is only approximate, the Chartered Accountants firm has made its own edassessment of work involved & staff required before quoting for assignment.
- 1.9 The successful firm shall not to be entitled to claimed any additional amount for any reason what so ever for the assigned work.
- 1.10 All reporting shall be done on regular basis as required by JUMC from time to time.
- 1.11 JUMC will not pay any advance to the selected firm under any circumstances.
- 1.12 In case of any dispute, the decision of the Commissioner; JUNAGADH Municipal Corporation shall be final and binding.

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- 1.13 The Commissioner; JUNAGADH Municipal Corporation reserve the right to reject any or all offers received without assigning any reasons.
- 1.14 Two seals envelops shall be submit separately for Application Form (along with all the relevant self certified documents) & Professional fees.

2) SCOPE OF WORK

- I. Preparing balance sheet for the year 2024-25 to 2026-27.
- II. Taxstion Advisory and Compliance services regarding direct & indirect taxes like Income Tax, GST etc. for the year 2024-25 to 2026-27.
- III. Preparation of details and Filing of timely TDS / TCS / GST Returns / GSTTDS / Income Tax Return etc. Issuance of Form No. 16 & 16A to deductees, GST TDS Certificates or any other certificate, Opinion on direct and indirect taxation related matter.
- IV. Compliances of notices issued to JUMC in respect of Income Tax, Income Tax TDS, GST or others, preparing and drafting of reply to IT Dept/GST or relevant authority and appearing before respective authority if so required up to stage of assessment proceeding.
- V. Verification of payment bill vouchers with respect to compliances of direct & indirect taxes.
- VI. Providing guidance regarding any changes / amendment in IncomeTax, GST and implementation of such changes in JUMC to comply with such changes.
- VII. Providing training or awareness seminar to the staff of JUNAGADH Municipal Corporation for better compliance of Income Tax & GST provisions whenever required or directed by JUMC
- VIII. Providing assistance in implementation of Accrual based Accounting based system in JUMC.
- IX. Any other items of related work as directed by JUNAGADH Municipal Corporation

3) Period of the Assignment

FY2024-25 to FY2026-27 and it will be further extended based on satisfactory of work and mutual agreement or consent of parties.

4) Contract Agreement

The successful firm has to enter into an agreement with JUMC by paying refundable 5% Security Deposit on accepted Bid amount.

Within 10 (ten) days from the date of issue of the letter accepting the tender, the successful Bidder shall furnish the required Security Deposit for performance and plus additional security if any for unbalanced bids in accordance with the condition of the contract and attend the office of the Chief Accountant, Account Department, “SWAMI VIVEKANAND BHAVAN . ” Room no.128 1st Floor, AZAD CHOWK, JUNAGADH for execution of the contract documents. If he fails to furnish the Security Deposit for performance or to execute the contract for the work offered to him, his EMD shall be forfeited and the Bidder may be disqualified from tendering for further works for three years.

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If there is any breach of Contract or repeated delays in work JUMC shall the right and authority for the cancellation of the contract and no payment shall become due for work that has been only partly completed.

6) Payment Terms & Condition:

6.1 Monthly on progressive basis of completion of work

7) Period of Contract from the Date of Work order –3 Years

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APPLICATION FORM

- 1) Name of the Firm:
- 2) Contract Person(S) Authorized Signatories:
- 3) Registration No. Of ICAI:
- 4) Date of incorporations:
- 5) Registration of C&AG:
- 6) Registration Address:
- 7) PAN NO:
- 8) GST NO:
- 9) Peer Review Certificate No.& Date :
- 10) Tel No / Fax No.:
- 11) Details of Partners/ full time engaged Chartered Accountants:

| Sr. No | Name of Partners | Age | Qualifications | Full/Part Time | Experience |
|--------|------------------|-----|----------------|----------------|------------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |

- 12) Number of Qualified Staff (FCA/ACA):
- 13) List of Assignment handled in last 5 years (to be enclosed):
- 14) Organization Chart (to be enclosed):
- 15) Annexure–A Containing details of key personal:
- 16) Tender Fee Rs.....D.D./P.O.No.....Dt.....
(to be enclosed)
- 17) Earnest Money Deposit Rs.....D.D./P.O.No.....Dt.....
(to be enclosed)

(Signature with Seal)

Encl.: All the relevant documents duly self certified

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DECLARATION

I / We here by certify that:

1. The information provided above are to the best of my /our knowledge and belief, true and Correct in all respect.
2. There is no litigation pending against the firm or its Partners.
3. I / we shall furnish all information as required by JUMC in connection with this assignment.
4. All information provided by JUMC in the course of the assignment shall be kept strictly confidential.
5. This is to certify that none of the Chartered Accountants or the Firm who are going to be appointed with this work, have any interest in the business of the JUMC and have no relative works in JUMC.
6. I / We understand and accept that JUMC has a right to reject our application with out assigning any reason therefore.

| Name of Authorized Signatory | Designation | Name of the Firm |
|------------------------------|-------------|------------------|
| | | |
| | | |

Place:

Date:

(Signature with Seal)

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**Name of Assignment: Preparing balance sheet and Taxstion advisory and compliance services
for the year 2024-25 to 2026-27.**

PROFESSIONAL FEES

| Sr.No | Description | Amount (Lump sum) (Including All Govt. Taxes & Levies but Excluding GST) |
|--------------|---|---|
| 1. | Fees for Taxstion advisory and compliance services Year 2024-25 to 2026-27 | |
| 2. | Fees for Preparing balance sheet Year 2024-25 to 2026-27 | |
| | Total amount | |

*Also provide detailed breakup of fees quote by you

(Total Amount in Word)

I am / we are ready to carry out this works at the professional fees quoted above.

Authorized Signature
(With Name & Seal)

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JUMC**

**Chief Audit Officer
JUMC**

**Dy. Commissioner
JUMC**

ANNEXURE-A

(A) DETAILS OF PARTNERS / PROPRIETOR OF THE FIRM

Name of the Chartered Accountant:

| Sr. No. | Name of the Partner/Proprietor | Age | Professional Qualification | Total Experience | Years from which associated with the firm | ICAI Membership No. | Whether key Partner for the Project | ISA Qualification |
|---------|--------------------------------|-----|----------------------------|------------------|---|---------------------|-------------------------------------|-------------------|
| 1 | | | | | | | | |
| 2 | | | | | | | | |
| 3 | | | | | | | | |
| 4 | | | | | | | | |

(Insert rows , if needed)

(B) DETAILS OF KEY PERSONNEL PROPOSED FOR THE PROJECT

Name of Chartered Accountant and other staff for Preparing Balance sheet FY 2024 -25 to 2026-27

| Sr. No. | Name of the Person | Age | Highest Professional Or Educational Qualification | Total Experience | Date since employed with the CA firm | Under training Yes/No | Annual salary | Deployment at JUMC (Part Time / Full Time) | Designation for the project (Team Leader/Other) |
|---------|--------------------|-----|---|------------------|--------------------------------------|-----------------------|---------------|--|---|
| 1 | | | | | | | | | |
| 2 | | | | | | | | | |
| 3 | | | | | | | | | |
| 4 | | | | | | | | | |
| 5 | | | | | | | | | |
| 6 | | | | | | | | | |

Name of Chartered Accountant and other staff engaged for taxation advisory and compliance service for the FY 2024-25 to 2026-27

| Sr. No. | Name of the Person | Age | Highest Professional Or Educational Qualification | Total Experience | Date since employed with the CA firm | Under training Yes/No | Annual salary | Deployment at JUMC (Part Time / Full Time) | Designation for the project (Team Leader/Other) |
|---------|--------------------|-----|---|------------------|--------------------------------------|-----------------------|---------------|--|---|
| 1 | | | | | | | | | |
| 2 | | | | | | | | | |
| 3 | | | | | | | | | |
| 4 | | | | | | | | | |
| 5 | | | | | | | | | |

Note: Any replacement in above mentioned staff will be done by CA Firm with equal / higher qualification or experience only after prior approval of JUMC.

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