

REQUEST FOR PROPOSAL

For

**SELECTION OF CHARTERED ACCOUNTANT FIRM FOR
CONSOLIDATION OF CIRCLE LEVEL ACCOUNTS,
PREPARATION OF HEAD QUARTER ACCOUNTS AND
PROVISION OF RELATED SERVICES**

**MADHYA PRADESH HOUSING AND INFRASTRUCTURE
DEVELOPMENT BOARD**

Issued by:

**Chief Accounts Officer
Madhya Pradesh Housing & Infrastructure Development
Board, Bhopal**

Notice Inviting e-Tenders

Office of the Chief Accounts Officer,
Head Office, MPH&IDB, Bhopal (M.P.)

N.I.T. No : _____/e-tendering

Dated : _____/2026

Online lumpsum rates bids for the following work are invited from Reputed Chartered Accountant firm for the FY 2026-27 :-

S. No.	Work	Location	Probable Amount (in Rs.)	Tender Fees + EMD (In Rs.)	Engagement Duration (in months)
1.	Selection of Chartered Accountant Firm for Consolidation of Circle Level Accounts, Preparation of Head Quarter Accounts and Provision of Related Services.	Bhopal	Rs. 15.50 Lacs	Rs. 2000 + Rs. 30,000	1 Year (365 Days)

1. Interested bidders can view the NIT on website <http://www.mpeproc.gov.in>
2. **The Bid Document can be purchased only online from 14/02/2026, 11:00 Hrs. to 10/03/2026, 17:30 Hrs. Last date of bid submission is 10/03/2026, 17:30 Hrs.**
3. Amendments to NIT, if any, would be published on website only, and not in newspaper.

Chief Accounts Officer
M.P. Housing and Infrastructure
Development Board, Head Office, Bhopal

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**Madhya Pradesh Housing & Infrastructure
Development Board, Bhopal**

Ref. No:.....

Bhopal, dated

**Project Name: Selection of Chartered Accountant Firm for Consolidation of
Circle Level Accounts, Preparation of Head Quarter Accounts
and Provision of Related Services.**

Section 1- Letter of Invitation

To

Dear Sir / Madam

1. The Madhya Pradesh Housing & Infrastructure Development Board (hereinafter called "Employer") is inclined to appoint a Chartered Accountant firm for consolidation of account of MPHIDB (head office) based on data collected from Divisional Accountant, and Account Officer and to prepare Accounts as per Indian Accounting Standards and other applicable rules and regulations.
2. The employer now invites reputed Chartered Accountants to submit proposal online for consolidation and preparation of accounts for MPHIDB headquarters as per the scope of work provided in the RFP document. More details on the services are provided in the Terms of Reference in this RFP document.
3. A firm will be selected on lowest cost basis and procedures described in this RFP.
4. The RFP includes the following documents:
 - Section 1 - Letter of Invitation
 - Section 2 - Information to Chartered Accountants (including Data Sheet)
 - Section 3 - Technical Proposal - Forms
 - Section 4 - Financial Proposal - Forms
 - Section 5 - Terms of Reference
5. Please acknowledge in writing the receipt of Letter of Invitation and RFP document and that you would submit the proposal by due date online.

Chief Accounts Officer
MPHIDB Bhopal

Section 2

Instructions to Bidders

1. Definitions

- 1) "Employer" means the Madhya Pradesh Housing & Infrastructure Development Board, Bhopal who have invited the bids for selection of chartered accountant and with which the selected Chartered Accountant firm signs the Contract for the Services and shall provide services as per the terms and conditions and TOR of the contract.
- 2) "Proposer" means the interested and qualified parties submits the technical and financial proposals in response to the RFP.
- 3) "Chartered Accountant" means any entity or company who has been invited to submit their proposals that may provide or provides the Services to the Employer under the Contract.
- 4) "Contract" means the Contract signed by the Parties and all the attached documents listed in its Clause 1, that is the General Conditions (GC), the project Specific Conditions (SC), and the Appendices.
- 5) "Project specific information" means such part of the Instructions to Chartered Accountants used to reflect specific project and assignment conditions.
- 6) "Day" means calendar day.
- 7) "Government" means the Government of Madhya Pradesh
- 8) "Instructions to Proposer" (Section 2 of the RFP) means the document which provides Chartered Accountants with all information needed to prepare their proposals.
- 9) "LOI" (Section 1 of the RFP) means the Letter of Invitation being sent by the Employer to the Selected Chartered Accountant.
- 10) "Personnel" means professionals and support staff provided by the Chartered Accountant or by any Sub-Chartered Accountant and assigned to perform the Services or any part thereof;
- 11) "Proposal" means the Technical Proposal and the Financial Proposal.
- 12) "RFP" means the Request for Proposal prepared by the Employer for the selection of Chartered Accountant.
- 13) "Assignment / job" means the work to be performed by the Chartered Accountant pursuant to the Contract.

- 14) “Terms of Reference” (TOR) means the document included in the RFP as Section 5 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Employer and the Chartered Accountant, and expected results and deliverables of the Assignment/job with payment clauses.

2. Introduction

- 2.1. The Employer named in the Part II Data Sheet will select a consulting firm/organization (the Chartered Accountant), in accordance with the method of selection specified in the Part II Data Sheet.
- 2.2. The name of the assignment/Job has been mentioned in Part II Data Sheet. Detailed scope of the assignment/ job has been described in the Terms of Reference in Section 5.
- 2.3. The procedure for participation in e-tendering is given in the Part II Data Sheet.
- 2.4. Reputed Chartered Accountants are invited to submit their Proposal online (refer Annexure A), for Assignment/job named in the sub-clause 2.2 of Part II Data Sheet. The Proposal will be the basis for a signed Contract with the selected Chartered Accountant.
- 2.5. To obtain first-hand information on the Assignment/job, Chartered Accountants are encouraged to meet the Employer’s representative named in part II Data Sheet before submitting a proposal and to attend a pre-proposal meeting. The date, time and venue of the pre-proposal meeting is mentioned in Part II Data Sheet. Attending the pre-proposal meeting is optional.
- 2.6. The Employer will provide at no cost to the Proposers the inputs and facilities specified in the Part II Data Sheet, and make available relevant project data and reports.
- 2.7. Proposers shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Employer is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Proposers.
- 2.8. Employer will not provide office as well as office equipment’s required during the execution of contract.
- 2.9. The Assignment/Job will be awarded for initial one financial year. Employer, at its sole discretion and based on performance of the Chartered Accountant, can extend the contract period for additional one year.

3. Clarification and Amendment of RFP Documents

- 3.1. Proposer may request a clarification in writing on any clause of the RFP documents up to the number of days indicated in the Part II Data Sheet before the proposal submission date. Any request for clarification must be sent in writing, or by standard electronic means to the Employer's address indicated in the Part II Data Sheet. The Employer may respond in writing, or by standard electronic means and shall upload the response on Employer's official website. Should the Employer deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure under para 3.2 below.
- 3.2. At any time before the submission of proposals (not later than 7 days before the submission date), the Employer may amend the RFP by issuing an addendum in writing or/and by standard electronic means. The addendum shall be uploaded on online portal. Proposers shall consider all amendments as part of RFP and all such amendments will be binding on Proposers. To give Proposers reasonable time in which to take an amendment into account in their proposals the Employer may, if the amendment is substantial, extend the deadline for the submission of proposal.

4. Conflict of Interest

- 4.1. Employer requires that Proposal provide professional, objective, and impartial advice and at all times hold the Employer's interests paramount, strictly avoid conflicts with other Assignment/jobs or their own corporate interests and act without any consideration for future work.
- 4.2. Without limitation on the generality of the foregoing, Proposers, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:

Conflicting activities:

- (i) A firm that has been engaged by the Employer to provide goods, works or Assignment/job other than consulting Assignment/job for a project, and any of its affiliates, shall be disqualified from providing consulting Assignment/job related to those goods, works or Assignment/job. Conversely, a firm hired to provide consulting Assignment/job for the preparation or implementation of a project, and any of its affiliates, shall be disqualified from subsequently providing goods or works or Assignment/job other than consulting Assignment/job resulting from or directly related to the firm's consulting Assignment/job for such preparation or implementation. For the purpose of this paragraph, Assignment/job other than consulting Assignment/job are defined as those leading to a measurable physical output, for example surveys, exploratory drilling, aerial photography, and satellite imagery.

Conflicting relationships

- (i) A Chartered Accountant (including its Personnel and Sub-Contractor) that has a business or family relationship with a member of the Employer's staff who is directly or indirectly involved in any part of:
 - a) the preparation of the Terms of Reference of the Assignment/job,
 - b) the selection process for such Assignment/job, or
 - c) Supervision of the Contract, may not be awarded, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Employer throughout the selection process and the execution of the Contract.
- 4.3. Proposers have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Employer, or that may reasonably be perceived as having this effect. Any such disclosure shall be made as per the forms of technical proposal provided herewith. If the Proposer fails to disclose said situations and if the Employer comes to know about any such situation at any time, it may lead to the disqualification of the Proposer during bidding process or the termination of its Contract during execution of assignment.
- 4.4. No agency or current employees of the Employer shall work as Chartered Accountants under their own ministries, departments or agencies.

5. Unfair Advantage

- 5.1. If a Chartered Accountant could derive a competitive advantage from having provided the similar Assignment/job related to the Assignment/job in question and which is not defined as conflict of interest as per para 4 above, the Employer shall make available to all Proposers together with this RFP all information that would in that respect give such Proposer any competitive advantage over competing Proposers.

6. Proposal

- 6.1. A Proposer shall submit only one proposal. If a Proposer submits or participates in more than one proposal, such proposals shall be disqualified.

7. Validity of Proposal

- 7.1. The Part II Data Sheet to Proposers indicates how long the Proposals must remain valid after the submission date. During this period, Proposers shall maintain the availability of Professional staff nominated in the Proposal and also the financial proposal unchanged. The Employer will make its best effort to complete negotiations within this period. Should the need arise; however, the Employer may request Chartered Accountants to extend the validity period of their proposals. Proposers who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal and their financial proposal remain unchanged, or in their confirmation of extension of validity of the Proposal, Chartered Accountants could submit new staff in replacement, which would be considered in the final evaluation for contract award. Proposers who do not agree have the right to refuse to extend the validity of their

Proposals; under such Circumstance the Employer shall not consider such proposal for further evaluation.

8. Preparation of Proposals

- 8.1. The Proposers have to prepare their Proposals, encrypt their Proposal Data in the Proposal Forms and submit proposals online only as per the time schedule mentioned in the key dates of the Notice Inviting e-Tenders after signing of the same by the Digital Signature of their authorized representative.

The Proposal as well as all related correspondence exchanged by the Proposers and the Employer shall be written in English language, unless specified otherwise.

- 8.2. In preparing their Proposal, Proposers are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.

- 8.4 Depending on the nature of the Assignment/job, Proposers are required to submit a **Technical Proposal (TP) in forms provided in Section-III. The Part II of Data sheet in Section-II indicates the formats of the Technical Proposal to be submitted. Submission of the wrong type of Technical Proposal will result in the Proposal being deemed nonresponsive.** The Technical Proposal shall provide the information indicated in the following paras from (a) to (g) using the attached Forms (Section 3). Form Tech – I in Section-III is a sample letter of technical proposal which is to be submitted along with the technical proposal.

- a) A brief description of the Proposer's organization will be provided in Form Tech-2. In the same Form, the Proposer will provide details of experience of assignments which are similar to the proposed assignment/ job as per the terms of reference. For each Assignment/ job showcased for qualification, the outline should indicate the names of Sub-Chartered Accountants/Professional staff who participated, duration of the Assignment/job, contract amount, and Proposer's involvement. Information should be provided only for those Assignment/jobs for which the Proposer was legally contracted by the Employer as a corporation or as one of the major firms within a consortium. Assignment/jobs completed by individual Professional staff working privately or through other CA firms cannot be claimed as the experience of the Chartered Accountant, or that of the Proposer's associates, but can be claimed by the Professional staff themselves in their CVs. Chartered Accountants should be prepared to substantiate the claimed experience along with the proposal and must submit letter of award / copy of contract for all the assignments mentioned in the proposal. In case of non-submission of letter of award/copy of contract along with the scope of work/terms of reference, such assignment / job will not be considered for evaluation.
- b) Comments and suggestions on the Terms of Reference including workable suggestions that could improve the quality/ effectiveness of the Assignment/job; and on requirements for counterpart staff and facilities including administrative support,

office space, Domestic transportation, equipment, data, etc. to be provided by the Employer (Form TECH-3 of Section 3).

- c) A description of the approach, methodology and take-over and work execution plan for the Assignment/job covering the following subjects: technical approach and methodology, take over and work execution plans, and staffing schedule, tentative reporting formats. Guidance on the content of this section of the Technical Proposals is provided under Form TECH-4 of Section 3. The take-over plan and work execution plan should be consistent with the Work Schedule (Form TECH-8& TECH-9 of Section 3).
- d) The list of the proposed Professional staff team by area of expertise, the position that would be assigned to each staff team member and their tasks is to be provided in Form TECH-6 of Section 3.
- e) Estimates of the staff input needed to carry out the Assignment/job needs to be given by the Proposer. The staff-months input should be indicated separately for each location i.e. home office or project office, where the Chartered Accountants have to work and / or provide their key staff.
- f) CVs of the Professional staff as mentioned in para 9.4 (d) above signed by the staff themselves or by the authorized representative of the Professional Staff (Form TECH-7 of Section 3).

8.5 The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information may be declared non-responsive.

8.6 Financial Proposals: The Financial Proposal shall be prepared using the attached Forms (Section 4). The quoted financial shall include the assignment/job, and

- (a) Remuneration for staff
- (b) Office expenses.
- (c) Out of pocket expenses.
- (d) GST will be paid separately as per rules at the time of payment.
- (e) All IT/GST TDS deduction will be done on each payment.

The financial proposal shall not include any conditions attached to it and any such conditional financial proposal shall be rejected summarily.

9. Taxes

9.1. The Proposers shall fully familiarize themselves about the applicable Domestic taxes (Goods and Service Taxes) on amounts payable by the Employer under the Contract. All taxes must be included by the Chartered Accountant in the financial proposal excluding Goods & Service Tax (GST). Income Tax/GST TDS shall be deducted at source from every payment.

10. Currency

10.1. Chartered Accountants shall express the price of their Assignment/job in Indian National Rupees (INR) only. For any other currencies, Chartered Accountant shall provide equivalent values in INR as per RBI exchange rate as on date of release of RFP.

11. Earnest Money Deposit (EMD), RFP Fee and Performance Guarantee

11.1. Earnest Money Deposit

- i. An EMD of **Rs. 30,000/-** in the form of Digital Transaction to be submitted online at the www.mptenders.gov.in portal.
- ii. Proposals not accompanied by EMD shall be rejected as non-responsive.
- iii. The EMD of the unsuccessful Proposers would be returned back within 60 days of signing of the contract. In case, RFP is cancelled by the Employer, the EMD of the Proposers would be returned back within 60 days of such cancellation.

11.2. Forfeiture of EMD

The EMD shall be forfeited by the Employer in the following events:

- i. If Proposal is withdrawn during the validity period or any extension agreed by the Chartered Accountant thereof.
- ii. If the Proposal is varied or modified in a manner not acceptable to the Employer after opening of Proposal during the validity period or any extension thereof.
- iii. If the Chartered Accountant tries to influence the evaluation process.
- iv. If the First ranked Chartered Accountant withdraws his proposal during negotiations (failure to arrive at consensus by both the parties shall not be construed as withdrawal of proposal by the Chartered Accountant).

11.3. RFP Fee

All Chartered Accountants are required to pay **Rs. 2,000/-** towards RFP Fee in the form of Digital Transaction to be submitted online at the www.mptenders.gov.in portal.

Please note that the Proposal, without the RFP fee, would be rejected as non-responsive.

11.4. Performance Guarantee

The selected Chartered Accountant shall be required to furnish a Performance Guarantee equivalent to 5% of the contract value rounded off to the nearest thousand Indian Rupees in the form of Demand Draft (DD) / Fixed Deposit Receipt (FDR) drawn in

favor of Employer. The Performance Guarantee must be submitted after award of contract but before signing of consultancy contract. Performance Guarantee would be returned only after successful completion of tasks assigned to them. No part of interest generated against the DD submitted as Performance Guarantee will be payable to the consultant and only after adjusting/ recovering of any dues recoverable/payable from/by the Chartered Accountant on any account under the contract. On submission of performance guarantee and after signing of the contract, EMD would be returned.

12. Submission, Receipt, and Opening of Proposal

- 12.1. The original proposal, both technical and Financial Proposals shall contain no interlineations or overwriting, except as necessary to correct errors made by the Chartered Accountants themselves. The person who signed the proposal must initial such corrections. Submission letters for both Technical and Financial Proposals should respectively be in the format of TECH-1 of Section 3, and FIN-1 of Section 4.
- 12.2. An authorized representative of the Chartered Accountants shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign.
- 12.3. The Technical Proposal and Financial Proposal shall be submitted online only.
- 12.4. The Technical proposal shall be opened online at the time, date and venue mentioned in Part II of Data Sheet. Single tenders will be acceptable under the Department circular no. 26 dated 23-01-2015 and evaluated as per the stated procedure.
- 12.5. Non-Responsive Bids: A proposal will be considered non-responsive if any item under the following check list is not adhered to by Proposer:

S.No.	Item	Check List
1	RFP Fee Enclosed	
2	Earnest Money Deposit enclosed	
3	All pages of the bid signed by the authorized representative	
4	Power of Attorney enclosed in the name of the Authorized Representative	
5	All the required forms of Technical Proposal	
6	Provided CVs of all the required professionals with the required expertise	
7	Technical Proposal does not contain any financial information	
8	Financial Proposal submitted	

13. Proposal Evaluation

- 13.1. From the time the Proposals are opened to the time the Contract is awarded, the Proposer shall not contact the Employer on any matter related to its Technical and/or

Financial Proposal. Any effort by Proposers to influence the Employer in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Proposers' Proposal.

- 13.2. The employer has constituted a Committee for Selection of Chartered Accountants which will carry out the entire evaluation process.
- 13.3. **Evaluation of Technical Proposals: Technical proposals not submitted as per formats specified in this RFP will be considered non-responsive.** Committee while evaluating the responsive Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded and the competent authority accepts the recommendation.
- 13.4. The Committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and by applying the evaluation criteria, sub-criteria specified in the Data sheet. In the first stage of evaluation, a Proposal shall be rejected if it is found deficient as per the requirement indicated in the Data sheet for responsiveness of the proposal. Only responsive proposals shall be further taken up for evaluation. Evaluation of the technical proposal will start first and at this stage the financial bid (proposal) will remain **unopened**. The qualification of the Chartered Accountant and the evaluation criteria for the technical proposal shall be as defined in the Data sheet.
- 13.5. **Public opening & evaluation of the Financial Proposals:** Financial proposals of only those firms who are technically qualified shall be opened online on the date & time specified in the Data sheet or so informed to the bidders.
- 13.6. **Financial proposals not submitted as per formats specified in this RFP will be considered non-responsive.** The Committee will correct any computational errors only in responsive financial proposals. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures, the former will prevail. In addition to the above corrections the items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items. In case an activity or line item is quantified in the Financial Proposal differently from the Technical Proposal, (i) if the Time-Based form of contract has been included in the RFP, the Evaluation Committee shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity and correct the total Proposal cost, (ii) if the Lump-Sum form of contract has been included in the RFP, no corrections are applied to the Financial Proposal in this respect.
- 13.7. After opening of financial proposals, the bids shall be evaluated for technical eligibility. The methods of selections are described in the Data Sheet This selected Chartered Accountant will then be invited for negotiations, if considered necessary.
- 13.8. Technical Proposal of all bidders which meet the basic requirements (i.e. timely submission, bid security, sealing of application etc.) would be taken up for evaluation as per the technical bid evaluation criteria. All applications scoring 70% (Seventy

Percent) or above marks would be technically qualified and would only move into the next stage of financial evaluation.

14. Financial Negotiation

14.1. Availability of Professional staff/experts: Having selected the Proposer on the basis of, among other things, an evaluation of proposed Professional staff, the Employer expects to negotiate a Contract on the basis of the senior staff named in the Proposal. The Employer requires assurances that the senior staff will be actually available. The Employer will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or for reasons such as death or medical incapacity or if the senior staff has left the organization. If this is not the case and if it is established that senior staff were offered in the proposal without confirming their availability, the Proposer may be disqualified. The Employer expects all the Key Personnel to be available during implementation of the Contract. The Employer will not consider substitution of Key Personnel except for reasons of any incapacity or due to health or employee leaving the organization. Such substitution shall be subject to equally or better qualified and experienced personnel being provided to the satisfaction of the Employer. As a condition to such substitution, a sum equal to 5% (five per cent) of the total fees shall be deducted from the payments due to the Chartered Accountant.

15. Award of Contract

- 15.1. After completing negotiations the Employer shall issue a Letter of Intent to the selected Proposer.
- 15.2. The Proposer will sign the contract after fulfilling all the formalities/pre-conditions mentioned in the form of contract in Section-6, within 7 days of issuance of the Letter of Intent.
- 15.3. The Selected Proposer is expected to commence the Assignment/job immediately after signing of the contract.

16. Liability and Insurances

The following limitation of the Chartered Accountant's Liability towards the Employer can be subject to the Contract's negotiations:

"Limitation of the Chartered Accountant's Liability towards the Employer:

- a) Except in the case of gross negligence or willful misconduct on the part of the Chartered Accountant or on the part of any person or a firm acting on behalf of the Chartered Accountant in carrying out the Services, the Chartered Accountant, with respect to damage caused by the Chartered Accountant to the Employer's property, shall not be liable to the Client:
- (i) for any indirect or consequential loss or damage; and

- (ii) for any direct loss or damage that exceeds three times the total value of the Contract;
- b) This limitation of liability shall not
 - (i) affect the Chartered Accountant's liability, if any, for damage to Third Parties caused by the Chartered Accountant or any person or firm acting on behalf of the Chartered Accountant in carrying out the Services;
 - (ii) be construed as providing the Chartered Accountant with any limitation or exclusion from liability which is prohibited by the Applicable Law

The risks and the insurance coverage shall be as follows:

- a) Professional liability insurance to cover the employer against any loss suffered by the employer due to the professional service provided by the Chartered Accountant, with a minimum coverage of equal to the value of Contract Price
- b) Workers' compensation insurance in respect of the Personnel of the Chartered Accountant and of any Associates, in accordance with the relevant provisions of the Applicable Laws of India, as well as, with respect to such Personnel, any such life, health, accident, travel or other insurance as may be appropriate; and
- c) Insurance against loss of or damage to (i) equipment purchased in whole or in part with funds provided under this Contract, (ii) the Chartered Accountant's property used in the performance of the Services, and (iii) any documents prepared by the Chartered Accountant in the performance of the Services, by theft, fire or any natural calamity.

17. Confidentiality

Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Chartered Accountants who submitted the Proposals or to other persons not officially concerned with the process. The undue use by any Chartered Accountant of confidential information related to the process may result in the rejection of its Proposal and may be subject to the provisions of the Employer's antifraud and corruption policy.

Part-II

DATA SHEET

Clause No.	Particulars of Data Sheet
1.	Name of the Employer: Madhya Pradesh Housing & Infrastructure Development Board, Bhopal
2.	Name of the Assignment/job is: Selection of Chartered Accountant Firm for Consolidation of Circle Level Accounts, Preparation of Head Quarter Accounts and Provision of Related Services
3.	The Employer's representative is: Chief Accounts Officer
	For all inquiries & clarifications, Please contact Chief Accounts Officer
	Venue/Address: Madhya Pradesh Housing & Infrastructure Development Board, 3 rd Floor, Block – 3 Paryawas Bhawan, Mother Teresa Road, Bhopal
	Telephone : +91-755-2576210 Mobile: +91-9425494214/9827239332 Facsimile: +91-755-2556065 E-mail: cao.hb@mp.gov.in ; Website: www.mphousing.in
4.	Joint Venture / Consortium : NO
5.	Clarifications may be requested in writing not later than 7 days from Proposed Due Date (PDD).
	The address for requesting clarifications is:
	E-mail: cao.hb@mp.gov.in
6.	Proposals will remain valid for 90 days after the Proposed Due Date (PDD).
7.	The envisaged key personnel positions for undertaking the assignment are given below.
	Key Personnel (Full time basis)
	A. Associate Chartered Accountant- 1 person - Minimum Experience of 5 years in preparation of Accounting and Audit for Govt. organisation.
	B. Associate Chartered Accountant - 1 person - Minimum Experience of 5 years in GST Accounting & GST statutory provisions, with demonstrated responsibility for handling GST compliances, assessments, and related cases for Government organizations.
8.	The formats of the Technical Proposal to be submitted are:
	Form Tech 1: Letter of Proposal submission
	Form Tech 2 : Proposer's organization & experience
	Form Tech 3: Comments & suggestions on TOR
	Form Tech 4: Approach & methodology
	Form Tech 5: Financial Capacity of the Proposer
	Form Tech 6: Team composition
	Form Tech 7: Curriculum vitae
	Form Tech 8: Staffing Schedule
	Form Tech 9: Work Schedule

Clause No.	Particulars of Data Sheet																				
	Form Tech 10: Information regarding any conflicting activities and declaration thereof.																				
	Form Tech 11: Checklist																				
9.	Proposer to quote the cost in Indian Rupees																				
10.	Proposer must submit the Technical Proposal and the Financial Proposal ONLINE only.																				
11	Date, Time and Venue of Opening of Technical Bid ONLINE :																				
	Date: as per key dates																				
	Time: as per key dates																				
	Venue: Chief Accounts Officer Madhya Pradesh Housing & Infrastructure Development Board, 3 rd Floor, Block-3, Paryawas Bhawan, Mother Teresa Road, Bhopal																				
12.	Evaluation Criteria:																				
12.1	<p>Minimum Qualification Criteria:</p> <p>A. The Chartered Accountant Firm should be registered with the Institute of Chartered Accountant of India (ICAI) and have Income Tax Permanent Account Number (PAN number) and Goods & Service Tax Registration GSTIN; (<i>Showcase documentary evidences in terms copies of registration documents etc.</i>)</p> <p>B. The Firm should be empanelled with Controller and Auditors General of India (C&AG) of India.</p> <p>C. The Proposer shall have minimum experience for completion of 5 assignments of preparation of Account / Auditing of accounts/Preparation of accounts & auditing of construction projects (value more than INR 500 Cr.) with any State / Central Government / private entities in India during the last 5 financial years.</p> <ul style="list-style-type: none"> ○ <i>In case of State / Government Entity, Documentary evidence such as Completion Certificate and Work Order etc. to be submitted.</i> ○ <i>In case of Private Entity, documentary evidence such as work order and completion certificate along with Form 26AS as proof of fees receipt from the private entity to be submitted.</i> <p>D. The Proposer shall not be Blacklisted or barred from bidding by any state/Central Government department, Agency or PSUs (<i>Submit self-attested notarised anti-black listing certificate.</i>)</p> <p>E. The Firm should have their office in Madhya Pradesh.</p> <p>Proposals of the proposers meeting the minimum eligibility criteria shall be considered eligible for next stage of evaluation which is provision of technical marks based on technical submission.</p>																				
12.2	<p>Technical Qualification Criteria:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Sr. No.</th> <th style="width: 35%;">Marking Criteria</th> <th style="width: 35%;">Documents required for qualification</th> <th style="width: 20%;">Maximum Marks (100)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">Experience of the Firm</td> <td rowspan="4" style="vertical-align: top;"> <ul style="list-style-type: none"> • Copy of Certificate of Incorporation / Registration of Firm with ICAI Constitution </td> <td style="text-align: center;">Max. 30 Marks</td> </tr> <tr> <td style="text-align: center;">a</td> <td style="text-align: center;">Up to 5 Years</td> <td style="text-align: center;">10</td> </tr> <tr> <td style="text-align: center;">b</td> <td style="text-align: center;">5 to 10 Years</td> <td style="text-align: center;">20</td> </tr> <tr> <td style="text-align: center;">c</td> <td style="text-align: center;">10 to 15 Years</td> <td style="text-align: center;">25</td> </tr> </tbody> </table>				Sr. No.	Marking Criteria	Documents required for qualification	Maximum Marks (100)	1	Experience of the Firm	<ul style="list-style-type: none"> • Copy of Certificate of Incorporation / Registration of Firm with ICAI Constitution 	Max. 30 Marks	a	Up to 5 Years	10	b	5 to 10 Years	20	c	10 to 15 Years	25
Sr. No.	Marking Criteria	Documents required for qualification	Maximum Marks (100)																		
1	Experience of the Firm	<ul style="list-style-type: none"> • Copy of Certificate of Incorporation / Registration of Firm with ICAI Constitution 	Max. 30 Marks																		
a	Up to 5 Years		10																		
b	5 to 10 Years		20																		
c	10 to 15 Years		25																		

Clause No.	Particulars of Data Sheet			
	d	More than 15 Years	<ul style="list-style-type: none"> Certificate issued by ICAI showing year of establishment 	30
	2	Experience in Similar Assignments	<ul style="list-style-type: none"> Copy of Work Orders / Engagement Letters / Agreement Completion Certificates / Performance Certificates from Clients CA certified certificate with mentioning of all assignment related details (subject to verification by the MPHIDB) 	Max. 25 Marks
	a	5 Assignments		5
	b	5-10 Assignments		10
	c	10-15 Assignments		20
	d	More than 15 Assignments		25
	3	Average Annual Turnover of the Firm of last 3 F.Y in the same nature of works (I.e. Average Professional Fees earned during the last 3 financial years 2022-23, 2023-24 & 2024-25)	<ul style="list-style-type: none"> Audited Balance Sheets & P&L Accounts for last 3 financial years Certificate from Chartered Accountant/Statutory Auditor on turnover 	Max. 15 Marks
	a	Up to 1 Cr.		3
	b	More than 1 to 2.5 Cr.		5
	c	More than 2.5 to 5 Cr.		10
	d	More than 5 Cr.		15
	4	No. of Qualified CA	<ul style="list-style-type: none"> Constitution Certificate from ICAI (showing partners) List of Qualified CAs and Article Assistants on Firm's payroll, attested by ICAI 	Max. 15 Marks
	a	3 to 5		5
	b	5 to 10		10
	c	More than 10		15
	4	Experience with Government / PSU Clients	<ul style="list-style-type: none"> Copy of Work Orders / Engagement Letters issued by Govt./PSU clients Completion Certificates / Acknowledgement of Services rendered 	Max. 10 Marks
	a	Up to 5 Projects		3
	b	5 to 10 Projects		5
	c	More than 10 Projects		10
	5	Presentation & Methodology	<ul style="list-style-type: none"> Technical Presentation / Methodology Document submitted by the bidder 	5 Marks
Total Marks				100
Qualifying Marks				70
<p>Bidders who scores 70 or more marks shall be eligible for opening of financial bids. Note : Similar Projects Means "Preparation of Account Statements / Auditing of Accounts Statements of any Govt. Entities Financials/Construction Projects (value more than INR 500 Cr.) with any State / Central Government / Private Entities in India during the last 5 Financial Years.</p>				

Clause No.	Particulars of Data Sheet
13	Date, Time and Venue of Opening of Financial Proposal ONLINE:
	Date: To be informed later to qualified bidder
	Time: To be informed later to qualified bidder
	Venue: Chief Accounts Officer Madhya Pradesh Housing & Infrastructure Development Board, 3 rd Floor, Block-3, Paryawas Bhawan, Mother Teresa Road, Bhopal
	Method of Selection: Proposer shall quote lump sum Service charge for Assignment/Job. The work shall be awarded to the technically qualified proposer who has quoted the lowest price.
14	Expected date for commencement of consulting Assignment/job: Immediately after signing of Contract
	Location for performance assignment / job: Bhopal

15		Key Dates are as follows;			
S. No	Proposer's Stage	Start		Expiry	
		Date	Time	Date	Time
15.1	Purchase of Tender	14/02/26	11:00 Hrs	10/03/26	17:30 Hrs
15.2	Bid Submission – Online	14/02/26	11:00 Hrs	10/03/26	17:30 Hrs
15.3	Technical Proposal open (Online)	11/03/26 at 17:30 Hrs			
15.4	Financial Bid Open (Online)	To be informed later to qualified bidder			

Section 3
Technical Proposal - Forms

FORM TECH-1

LETTER OF PROPOSAL SUBMISSION

[Location, Date]

To:

Chief Accounts Officer
Madhya Pradesh Housing & Infrastructure Development Board Bhopal

Dear Sir,

We, the undersigned, offer to provide the consulting Assignment/job for Selection of Chartered Accountant Firm for Consolidation of Circle Level Accounts, Preparation of Head Quarter Accounts and Provision of Related Services for MPHIDB in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal and requisite EMD and RFP fee online. We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

FORM TECH-2

PROPOSER'S ORGANIZATION AND EXPERIENCE

A - Proposer's Organization

[Provide here a brief description of the background and organization of your firm/entity and each associate for this Assignment/job. The brief description should include ownership details, date and place of incorporation of the firm, objectives of the firm etc.]

B - Proposer's Experience

[Using the format below, provide information on each Assignment/job along with a copy of the letter of award /copy of contract for which your firm, was legally contracted either individually as a corporate entity or as one of the major partners within an association, for carrying out consulting Assignment/job similar to the ones requested under this Assignment/job (If possible, the employer shall specify exact assignment / job for which experience details may be submitted). Provide not more than 10 project examples. Each project example must not be more than 2 pages each.]

1. Firm's name:

Assignment Name:		Country : India
Project Location within Country:		Professional Staff Provided by our Company : No. of Staff : No. of Staff Months :
Name of Client:		
Address of the Client:		Duration of Assignment:
Start Date : (Month/Year)	Completion Date : (Month/Year)	Approx. Value of Services and Project cost:
Name of Associated Firms(s) if any:		
Name of Senior Staff (Team Leader, Finance Expert) involved and functions performed:		No. of Months of Professional Staff Provided by Associated Firm(s) :
Detailed Narrative Description of Project:		
Detailed Description of Actual Services provided by our Company:		

Note: Please provide documentary evidence from the client. The experience shall not be considered for evaluation if such requisite support documents are not provided with the proposal.

- *In case of State / Government Entity, Documentary evidence such as Completion Certificate and Work Order to be submitted.*
- *In case of Private Entity, documentary evidence such as work order and completion certificate along with Form 26AS as proof of fees receipt from the private entity to be submitted.*

FORM TECH-3
COMMENTS AND SUGGESTIONS ON THE TERMS
OF REFERENCE

A - On the Terms of Reference

[Suggest and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the Assignment/job (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.]

FORM TECH-4

DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT/JOB

Technical approach, methodology and work plan are key components of the Technical Proposal.

You are suggested to present your Technical Proposal divided into the following three chapters:

a) Technical Approach and Methodology,

b) Takeover and Work execution Plan, and

c) Organization and Staffing,

a) Technical Approach and Methodology. In this chapter you should explain your understanding of the objectives of the Assignment/job, approach to the Assignment/job, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

b) Takeover plan and Work execution Plan. The Proposer should elaborate work takeover and execution plan, reporting and MIS formats that will be submitted to employer on time to time

c) Organization and Staffing. The Chartered Accountant shall list the key expert responsible for the assignment/job, and proposed technical and support staff.]

FORM TECH-5

Financial Capacity of the Proposer

S. No.	Financial Year	Annual Turnover (INR)
1	FY 22-23	
2	FY 23-24	
3	FY 24-25	

Certificate from the Statutory Auditor of the Bidder

This is to certify that (name of the Chartered Accountant) has received the payments shown above against the respective years on account of professional fees.

Name of the audit firm: Seal of

the audit firm Date:

(Signature, name and designation of the authorized signatory)

Note:

1. Annual turnover of bidder should be certified by the statutory auditor of the bidder.
2. Audited balance sheet including all related notes, and income statements for the above financial years to be enclosed.

FORM TECH-6

TEAM COMPOSITION AND TASK ASSIGNMENT/JOBS

Professional Staff

Sr. No.	Name of Staff	Position / Task assigned for this job

FORM TECH-7
CURRICULUM VITAE (CV) FOR PROPOSED
PROFESSIONAL STAFF

1. Proposed Position:

[For each position of key professional separate form Tech-6 will be prepared]:

2. Name of Firm:

[Insert name of firm proposing the staff]:

3. Name of Staff:

[Insert full name]:

4. Date of Birth:

5. Nationality:

6. Education:

[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:

7. Membership of Professional Associations:

8. Other Training:

9. Countries of Work Experience:

[List countries where staff has worked in the last ten years]:

10. Languages [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:

11. Employment Record:

[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

From [Year]:

To [Year]:

Employer:

Positions held:

12. Detailed Tasks Assigned

[List all tasks to be performed under this Assignment/job]

13. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned [Among the Assignment/jobs in which the staff has been involved, indicate the following information for those Assignment/jobs that best illustrate staff capability to handle the tasks listed under point 12.]

Name of Assignment/job or project:

Year:

Location:

Employer:

Activities performed:

14. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

Place:

[Signature of staff member or authorized representative of the staff] [Full

name of authorized representative]:

Note – The CV should be accompanied with Degree Certificates and relevant identity proof.

FORM TECH-8

STAFFING SCHEDULE

S.No.	Name of Staff	Staff input (in the form of a bar chart)	Total Months/days
		1 2 3 4 5 6 7 8 9 10 11 12...20	
1	.		
2	.		
3	.		

Note:

1 For Professional Staff the input should be indicated individually; for Support Staff it should be indicated by category.

2 Months are counted from the start of the Assignment/job.

FORM TECH-9
WORK SCHEDULE

S.No.	Activity Months	Total Months
1 .	1 2 3 4 5 6 7 8 9 10 11 12...20	
2 .		
3 .		
4 .		

1 Indicate all main activities of the Assignment/job, including delivery of reports (e.g.: inception, interim, draft and final reports), and other benchmarks such as Employer approvals. For phased Assignment/jobs indicate activities, delivery of reports, and benchmarks separately for each phase.

2 Duration of activities shall be indicated in the form of a bar chart.

FORM TECH-10

INFORMATION REGARDING ANY CONFLICTING ACTIVITIES / BLACKLISTING AND DECLARATION THEREOF

Are there any activities carried out by your firm or group company which are of conflicting nature as mentioned in para 5 of section 2. If yes, please furnish details of any such activities.

If no, please certify (on appropriate value of Stamp Paper),

We hereby declare that our firm, our associate / group firm are not indulged in any such activities which can be termed as the conflicting activities under para 5 of the section 2. We also claim that we have not been blacklisted or debarred or terminated on poor performance / fraud grounds by any Government/ Semi-Government / PSU / Institution level organization. We also acknowledge that in case of misrepresentation of the information, our proposals / contract shall be rejected / terminated by the Employer which shall be binding on us.

Authorized Signature [In full and
initials]:

Name and Title of Signatory: Name
of Firm: Address:

FORM TECH-11

CHECKLIST FOR SUBMISSION

S No	Particular	Submitted / Not Submitted
1.	Certificate of Incorporation (or Supporting Statutory Document)	
2.	Certificate of Registration of GST (Annexure A & B)	
3.	Permanent Account Number (PAN)	
4.	Certificate of Registration with Institute of Chartered Accountant of India (ICAI)	
5.	Certificate of Empanelment with Comptroller and Auditors General of India (C&AG) of India	
6.	Proof of Number of Partners, FCA and Paid Employees.	
7.	Form Tech 1	
8.	Form Tech 2 and Documentary Evidence	
9.	Form Tech 3	
10.	Form Tech 4	
11.	Form Tech 5 and Documentary Evidence	
12.	Form Tech 6	
13.	Form Tech 7 and Documentary Evidence	
14.	Form Tech 8	
15.	Form Tech 9	
16.	Form Tech 10	
17.	Other Documents and Documentary Evidences as per RFP.	

Section - 4

Financial Proposal - Forms

FORM FIN-1

FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To,
Chief Accounts Officer
Madhya Pradesh Housing & Infrastructure Development Board
3rdFloor, Block-3, Paryawas Bhawan,
Mother Teresa Road, Bhopal

Dear Sir,

I/We, (Applicant's name) herewith enclose the Financial Proposal for selection of my/our firm as Chartered Accountant for Consolidation of Circle Level Accounts, Preparation of Head Quarter Accounts and Provision of Related Services in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal.

I/We agree that this offer shall remain valid for a period of 120 days from the Proposal Due Date or such further period as may be mutually agreed upon.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

Note: The Financial Proposal is to be submitted strictly as per forms given in the RFP.

FORM FIN-2

Financial Proposal

S. No.	Particulars	Lum-Sump Amount in Indian Rupees (in figures)	Amount in Indian Rupees (in words)
1	Service Fees for 1 year		

Authorized Signature:

Name:

Designation

Name of Firm

Address:

Note:

1. The estimated price for above mention service is INR 15.50 Lakhs (Fifteen Lakhs Fifty Thousand).
2. The aforesaid fees, payable to the Chartered Accountant in accordance with the Financial Proposal, shall cover the office space and resources, costs of travel, stationary, lodging & boarding and costs of support staff. No additional charges in respect thereof shall be due or payable.
3. All payments shall be made in Indian Rupees.
4. The fee is exclusive of Goods and Service Tax (GST) and inclusive other taxes applicable as per govt. present and further rules of taxation.
5. The above quoted fees is inclusive of FCA consultation required if any by MPHIDB, however, no additional charges shall be paid for such consultations.
6. In case the Key expert/CA deployed at client office by the bidder proceeds on leave, the bidder shall have to provide a substitute CA having equivalent or more experience than the deployed candidate, failing which the Payment shall be deducted on pro-rata basis against absence of deployed Key expert on working day/s.
7. This Quoted fee is inclusive of accommodation costs in the city of deployment and travel costs of consultants to/from their home location from/to MPHIDB, HO Bhopal / Client Office. No additional payment shall be paid for such accommodation and travel expenses.

Section - 5

Terms of Reference

TERMS OF REFERENCE

Selection of Chartered Accountant Firm for Consolidation of Circle Level Accounts, Preparation of Head Quarter Accounts and Provision of Related Services.

5.1 Scope of Services:

The Scope of Services for Chartered Accountant shall be as follows;

A. Preparation of Accounts, GST, RERA and other related services

- Consolidate circle level accounts at head office and prepare and finalize Head Office Accounts in timely manner to ensure compliance with the generally accepted accounting practices/principles / Income tax Act / Accounting standards issued by Institute of Chartered Accountants of India (ICAI), directives of Reserve Bank of India and other relevant enactments and notifications published by Central and State governments on time to time.
- Data entry of vouchers in MPHIDB's accounting software at headquarters, verification of bills and supporting vouchers for its correctness as regards head of accounts, period, type etc.
- Balance Sheet as per Schedule and requirement.
- Preparation and maintenance of Cash & Bank Books at headquarters and each unit's level.
- Preparation of periodic Bank Reconciliation Statements
- Maintenance of statutory books of account, Fixed Asset Register and records
- Preparation and maintenance of direct tax (Income Tax, TDS etc.) (Boards Annual Income Tax return, TDS, I.T. Department replies/Queries etc.) and indirect tax (Goods and Service Tax (GST) GST return, TDS, I.T. Department replies/Queries etc) related documents and records, preparation and filing of statutory returns with the respective authorities and ensuring its regular compliance. Advice MPHIDP on all changes required for transfer to GST regime, in terms of maintenance of books, filing or returns, consolidation into main accounts etc. as also train MPHIDB staff for the same.
- Tax Audit assistance should be done by CA firm as per Income Tax provision before filling Income Tax Return of Current Financial year.
- Handling Project based accounting, as per MPHIDB rules and regulations.

- Advise and handle all RERA related work required under the provisions of Real Estate (Regulation and Development) Act enacted for MP and as per rules and regulations formulated by Madhya Pradesh Real Estate Regulatory Authority. This will include RERA certification for ongoing and upcoming projects, all compliances and returns filing, ensuring their correctness and updating, training of MPHIDB staff as required for filing etc.
- Payroll management, Computation of personal tax, Maintenance & verification of Tax Deductions (TDS) details, Preparation of ESI & provident fund statements and Issuance of TDS Certificates (Form 16 & Form 16 A etc.), as required
- Filing of quarterly TDS return of all accounting centers, including Head office
- Filing of Monthly GSTR7 of all accounting centers, including Head Office
- Filing of monthly GSTR1 and GSTR3B at centralized HO level
- Filing of Annual GSTR 9 and 9C at centralized HO level
- Drafting of GST Rate Wise Turnover Reports Annually
- Filing of all replies regarding GST, Income taxes and other tax laws notices
- Updation to Board regarding changes and amendments in tax laws as applicable to board

B. Budgeting and fund management

- Preparation of circle level annual Budget estimates and Budget Execution plans for MPHIDB.
- Manage funds received by MPHIDB and ensure timely availability of funds to be released on project basis to each circle. Also detail working of Accrued Interest for the current financial year.

5.2 Contract Period and Deliverables

- Contract Period shall be for one year from date of LOI and extendable for another one year by the employer at its sole discretion based on performance of the Chartered Accountant on same terms and conditions.
- The Chartered Accountant shall be responsible for preparation and approval of the following in a timely manner as per statutory requirements and applicable laws
 - Submission of Quarterly balance sheet.
 - Budget estimations and Budget execution plans.
 - Filing of Income Tax and other tax returns such as GST as per requirements.
 - Filing of RERA returns
 - Computation of salary and PPF obligations; submit reports/compliance status to the concerned authority.
 - Submission of reports and financial status as per the format stipulated by the Employer on a time-to-time basis.
 - Project based financial statements.

- Computation (Quarterly) calculation for advance tax: Income Tax.
- Suggesting any effective steps to smooth functioning on board the Accounting System: ERP.

5.3 Supervision and Reporting:

- The work assigned to applicant Firm/Organization shall be supervised by Chief Accounts Officer. The deliverables have to be submitted to the Chief Accounts Officer. The final draft will then be presented for approval of the administrative department/ Board.
- Attached Annexure 1 which shows the list of circle & division to be monitored by chartered Accountant.

5.4 Terms of Payment:

The payments shall be made in the following manner:

- Employer shall pay the annual Service charge in quarterly equal installments, at the end of each quarter from commencement of work.
- On successful submission and approval of Quarterly Balance sheets by CAO, the payment release schedule will be made in 5 installment as follows:-

Installment	1 st Installment	2 nd Installment	3 rd Installment	4 th Installment	5 th Installment
Submission	1 st quarterly balance sheet + Mandatory return i.e. Income Tax and GST etc.	2 nd quarterly balance sheet + Mandatory return i.e. Income Tax and GST etc.	3 rd quarterly balance sheet + Mandatory return i.e. Income Tax and GST etc.	4 th quarterly balance sheet + Mandatory return i.e. Income Tax and GST etc.	After AG Audit
Payment	20% of contract value	20% of contract value			

Note: - If any Quarterly balance sheet is not submitted than the payment of that installment will not be released and will be released only after submission & approval of respective quarterly balance sheet by chief Account Officer (CAO).

- The Chartered Accountant shall submit quarterly invoice accordingly along with attendance sheet of the on-site deployed personal, which will be verified by Chief Accounts Officer, MPHIDB and sent for payment.
- All the relevant taxes will be deducted as per prevalent rules and regulations by MPHIDB.
- All the payments / refunds shall be made electronically, in the bank account of the Proposer, the details of which have been submitted with financial proposals.
- The above quoted fees is inclusive of FCA consultation required if any by MPHIDB, however, no additional charges shall be paid for such consultations.
- In case the Key expert/CA deployed at client office by the bidder proceeds on leave, the bidder shall have to provide a substitute CA having equivalent or more experience than the deployed candidate, failing which the Payment shall

be deducted on pro-rata basis against absence of deployed Key expert on working day/s.

- h. This Quoted fee is inclusive of accommodation costs in the city of deployment and travel costs of consultants to/from their home location from/to MPHIDB, HO Bhopal / Client Office. No additional payment shall be paid towards such accommodations and travel expenses.

5.5 Liquidated damages

- In case of delays in submission of required documents as per statutory requirements, employer shall deduct 2% per week liquidated damages from the amount payable at end of each quarter. The maximum damages will be limited to 15% of the contracted amount.
- In case the liquidated damages exceed the maximum limit mentioned above for consecutive 2Quarters, the Employer shall terminate the contract after issuance of 15 days of termination notice. No payments shall be made in case termination due to Chartered Accountant event of default.

5.6 Key Personnel to be deployed.

The Chartered Accountant will deploy following persons for execution of the assignment.

S. No	Key Experts	Minimum Persons required	Minimum Experience
1.	Associate Chartered Accountant (For Audit Related Cases)	1	Minimum experience of 5 years in similar activities (Govt. Department) (Full time deployment on site)
2	Associate Chartered Accountant (For GST related Cases)	1	Minimum Experience of 5 years in GST Accounting & GST statutory provisions, with demonstrated responsibility for handling GST compliances, assessments, and related cases for Government organizations. (Full time deployment on site)

5.7 Documents to be made available by the Employer

- The Employer shall provide to the Chartered Accountant the necessary Information required whatever available. The Employer may direct the Chartered Accountant to coordinate with the other department for collection and/or procurement of necessary information.

5.8 Termination of Services

- a.** In the event of any default in performance of the Chartered Accountant and/or continuous failure in timely submission of required documents and/or non-submission of required documents, the Authority shall issue a notice of 15 days for remedy of the default. The Authority shall terminate the contract immediately in case the default is not remedied within specified time period. No termination payment shall be payable by the Authority to Chartered Accountant.

- b.** In case of continuous delay and default in the obligation of the Authority, the Chartered Accountant shall issue a notice of 15 days for remedy of the measures. The Chartered Accountant shall be entitled to terminate the contract in case the default is not remedied within specified time period.

Annexure 1
LIST OF ALL CIRCLES & DIVISIONS OF MADHYA PRADESH HOUSING & INFRASTRUCTURE DEVELOPMENT BOARD (MPH&IDB) as on DEC 2025

S.no.	Circle	Division
1	Bhopal Head Office	
2	Bhopal 1	Bhopal Division-1
		Bhopal Division-2
		Bhopal Division-6
		Narmadapuram
		Estate Officer (EO) Bhopal
		Bhopal (Electrical)
3	Electrical Circle Bhopal	
4	Bhopal 2	Bhopal Division-3
		Bhopal Division-4
		Bhopal Division-5
5	Indore	Indore Division-1
		Indore Division-2
		Khandwa
		Dhar
		Estate Officer (EO) Indore
		Indore (Electrical)
6	Jabalpur	Jabalpur 1
		Jabalpur 2
		Chindwara
		Balaghat
		Estate Officer (EO) Jabalpur
		Katni
		Jabalpur (Electical)
7	Rewa	Rewa
		Satna
		Shahdol
		Singrauli
8	Ujjain	Ujjain
		Ratlam
9	Gwalior	Gwalior 1
		Gwalior 2
		Morena
		Guna
		Estate Officer (EO) Gwalior
		Gwalior (Electrical)
10	Sagar	Sagar
		Damoh and chattarpur

Note: -1.) Annexure-1 indicates the numbers of circles & divisions of MPH&IDB.

2.) The selected consultant will be responsible for all account related solution of all the circles mentioned in Annexure-1.

Annexure A: Guideline for Electronic Tendering System

ANNEXURE - A

Guideline for Electronic Tendering System

Instructions regarding e-tendering are as follows: -

- i) For participation in e-tendering module for any department, it is mandatory for prospective bidders to get registration on website www.mptenders.gov.in by making online registration fees payment.
- ii) Tender documents can be purchased only online and downloaded from website www.mptenders.gov.in by making online payment for the tender documents fee.
- iii) Service and gateway charges shall be borne by the bidders.
- iv) Bids are required to be signed online using class – III Digital Signature Certificate, Bidders are advised to obtain the same at the earliest. For information regarding issue of Digital Signature Certificate, bidders may visit website www.mptenders.gov.in. Please note that it may take upto 7 to 10 working days for issue of Digital Signature Certificate. Department will not be responsible for any delays in issue of Digital Signature Certificate and in submission of bid thereof. Amendments to RFP, if any, would be published on website only, and not in newspaper.
- v) Bidder must positively complete online e-tendering procedure at www.mptenders.gov.in. Department shall not be responsible for any delay / difficulties /inaccessibility of the downloading facility from the website for any reason whatever.
- vi) For any type of clarification bidders can visit www.mptenders.gov.in and / or contact no. 0120-4001002 / 4001005, Mail id: support-eproc@nic.in Support timings: 24 x 7.
- vii) Any bidder submitting the tender by his Digital Signature Certificate should invariably upload the scanned copy of the Authority Letter/POA or Board Resolution which authorizes the signatory of the bid to make the proposal. This shall be up-loaded along with the Proposal online.

Mandatory Schedule Annexure with Balance Sheet

10-00	Project Liability
82-10	Other Provision
28-00	Deposit relating to deposit contribution work
	Income & Expenditure
	Statement of Completed work
	Schedule of Rental Income
Head of Accounts HEAD 'A'	ASSETS
92-01	Land Reserve
93-00	Rental Building
11-00	Construction Machinery Tools
50-00	Staff Cars
51-03	Office Equipment
51-04	Office Furniture
77,78	Investment balance of reserve fund, Sinking fund and Provident funds, Fixed Deposit with Bank
02-00	Land Development Work in Progress.
03-00	Construction Work in Progress.
08-00	Work Advance with other of the board
28-00	Excess Expenditure under deposit work reimbursable by department.
19-00	Closing Stock at completed work.
94-02-03	Rental Income Accrued
94-04	Leave Salary/Pension Contribution Paid to deputation reimbursable to the Board.
94-14	Other (Assets Loan Payment) Pending Recovery
84-A	Cash in Bank (Bank wise details)
84-B	Cash in Hand (Unit wise Balances)
	LIABILITIES
58, 60	Loans from Financial Institutions and Government.
83-02	Creditors for Land Acquisition
83-03	Expenses Payable
83-04	Liability of Grant Credited to Debtors
83-06	Liability for Refund of Subsidy
83-07	Income Tax Deducted at Source
83-05	Liability for Rent Collected.
83-08	Leave Salary & Pension in respect of deduction.
83-10	Water Charges
83-11	Recoveries not adjusted due to Incomplete particulars in Challan.
83-12	Professional Tax
83-13	L.I.C. Premium Deducted at Source

83-16	Liability for Payment of Contribution to P.F.
83-14	Contribution of Family Benefits Funds.
83-15	Liability of H.P Installment Recovered on Behalf Government.
83-17	Recoveries from Deputionaist Adjustable in their parent Department.
83-18	Security Deposit of Staff to the Board
83-19	Sales Tax/Entry Tax Service Tax
83-20, 21	Miscellaneous Liabilities.
Head of Accounts HEAD 'B'	ASSETS
85-00	Cash in Transit
06-01	Advance to Contractor
06-02	Material Issued to Contractor
29-00	Deposit with M.P.E.B
86-00	Imprest
52-00	Long Term Loan
53-00	Short Term Loan
06-03	Contractor Bills Dues
07-00	Suppliers Account
17-00	Inter Divisional Settlement A/C
Head of Accounts HEAD 'C'	ASSETS
09	Stock Material
01 of 31 to 38	Hire Purchases Debtors
02 of 31 to 38	Hire Purchases Debtors
25-00	Demand Raised under S.F.S
13-14	Assets in Transit/Transfer to E.M. Unit
15-00	Fixed Assets Rental Building Transfer to E.M
87-00	Payment Pending for Reimbursement
	LIABILITIES
73 & 74	General Provident Fund
69-05	Maintenance Reserve
20-00	Deposit of Contractor
23-00	Initial Deposit
21-00	Rental Deposit
22-00	Registration Deposit
26-00	Deposit Against Outside
24-00	Deposit Against Self Financial Scheme

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