

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	16-04-2026 19:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	16-04-2026 19:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	90 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Gujarat
विभाग का नाम/Department Name	Urban Development And Urban Housing Department Gujarat
संगठन का नाम/Organisation Name	N/a
कार्यालय का नाम/Office Name	Porbandar Nagarpalika
वस्तु श्रेणी /Item Category	Financial Advisory Services - Onsite; Taxation advisory and compliances service, Preparation and Finalization of books of accounts
अनुबंध अवधि /Contract Period	1 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	20 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	No
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	15000

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	12

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and

Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b). ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

लाभार्थी /Beneficiary :

PORBANDAR MUNICIPAL CORPORATION

Porbandar Municipal Corporation, Deendayal Upadhyay Bhavan, SVP Road, Porbandar-360575

(Porbandar Municipal Corporation)

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within $L1+X\%$	15

1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

3. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service provider (s) has/have quoted price within $L-1+ 15\%$ of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the

[OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017.

4. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within $L-1+ 15\%$ of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

5. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Number of years of experience as on date of which at least XX years should be in providing similar advisory services to Government departments, PSUs, PSBs, Municipalities and centrally funded institutions.:The firm needs to submit minimum 3 years work orders or relevant documents during tender submission. Corporation reserves the right to verify other past years work orders for its satisfaction.

Scope of work to be uploaded by buyer:[1775478286.pdf](https://www.mca.gov.in/LinkClick.aspx?linkid=1775478286)

Financial Advisory Services - Onsite; Taxation Advisory And Compliances Service, Preparation And Finalization Of Books Of Accounts (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Deployment Location	Onsite
Category of financial advisory service	Taxation advisory and compliances service, Preparation and Finalization of books of accounts
Sub-category of Financial Advisory Services	Filing GST , Filing TDS , Filing Income Tax Returns
Financial Advisory Reports	Yes
Frequency of Progress Report	Monthly
Type of Professional/Resources required	Chartered accountant
Qualification of Professional/Resources required	CA
Certification of Professional/Resources required	Atleast one CA with NISM Series VI Certificate
Total Experience of Professionals / Resources (In years)	CA firms should have at least 10 years of experience in preparation and finalization of books of accounts
एडऑन /Addon(s)	
Post Financial Advisory Support	NA

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	PITHAWA JATINKUMAR KISHORBHAI	360575,"Pandit Din Dayal Upadhyay Bhavan", Porbandar Chhaya Nagar Seva Sadan, In Front Relve Station, S. V. P. Road, Porbandar. 360575	Project / Lumpsum Based	N/A

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the

case may be.

15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---

PORBANDAR MUNICIPAL CORPORATION (PMC)

PORBANDAR

NOTICE INVITING EXPRESSION OF INTEREST (EOI) FROM GMFB EMPANELLED CHARTERED ACCOUNTANT FIRMS

1. BRIEF INTRODUCTION

Porbandar-Chhaya Municipal Corporation (PMC) is committed to providing efficient civic infrastructure and services to the citizens. PMC adopts modern management practices, including private sector participation and innovative administrative mechanisms. PMC invites Expression of Interest (EOI) from eligible Chartered Accountant firms for professional services as per criteria set out hereunder.

2. SCOPE OF ENGAGEMENT

Preparation and finalization of books of accounts on accrual basis along with taxation advisory and compliance services for FY 2026-27 Detailed scope of work may be referred to hereunder.

3. IMPORTANT DATES & SCHEDULE

Sr. No.	Particulars	Details
1	Name of Work	Preparation and finalization of books of accounts on accrual basis along with taxation advisory and compliance services for FY 2026-27
2	Estimated Bid Value	Rs. 5,00,000/- (excluding GST or other taxes)
3	Bid Type	Two Bid System
4	Tender Fee	Rs. 1,500/- to be paid by way of Demand Draft, payable at Porbandar of any Nationalised or Scheduled Bank, except Co-operative Bank
5	EMD	Rs. 15,000/- to be paid by way of Demand Draft, payable at Porbandar of any Nationalised or Scheduled Bank, except Co-operative Bank
6	Bid Starting Date	6 th April, 2026
7	Bid Submission	Till 17th April 2026, 17:00 hrs
8	Bid Opening	16th April 2026, 18:00 Hrs (Tentative)
9	Contact Info.	0286-2240936
10	Other Info.	Physical Application Form, Annexures and details as asked (along with all the relevant

		self-certified documents) & EMD & Tender Fees should be submitted in sealed envelope on or before 17th April, 2026 up to 17.00 Hrs addressed to Chief Accounts Officer, Porbandar Municipal Corporation, Accounts Branch, Porbandar
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4. ELIGIBILITY CRITERIA FOR PARTICIPATION

- 1.1 Firm should be **GMFB empaneled** Chartered Accountant Partnership firm or LLP and should have office either in Porbandar, Devbhoomi Dwarka, Jamnagar or Rajkot.
- 1.2 The firm should be in practice for **15 years** or more.
- 1.3 The firm should have a valid peer review certificate.
- 1.4 The firm should be empaneled with C & AG.
- 1.5 The firm should have minimum 10 partners out of which at least 3 partners should have ICAI recognized DISA qualification.
- 1.6 At least One CA partner should have valid NISM Series VI Certificate.
- 1.7 The firm should have minimum One Chartered Accountant, enrolled as paid assistant as evidenced from ICAI Firm card or relevant documents as on date of submission.
- 1.8 CA firms should have at least 10 years of experience in preparation and finalization of books of accounts of (i) minimum 5 municipal bodies including Nagarpalikas and (ii) at least 2 Municipal Corporation or other Government Corporation and (iii) Taxation advisory and compliances services of minimum 3 Municipal bodies including Nagarpalika. The same should be evidenced by Work Orders or Work Completions Certificate or any other confirmation issued by the relevant Institution or Body. The firm needs to submit minimum 3 years work orders or relevant documents during tender submission. Corporation reserves the right to verify other past years work orders for its satisfaction.
- 1.9 CA Firm should have Minimum Average Turnover of Rs. 3 Crores or more during previous Three Financial Years (FY 2022-23, 2023-24 & 2024-25).
- 1.10 Selection of firms will be done only after detailed scrutiny of the credentials of the firm and their competency.
- 1.11 The selected firm will have to complete pending works from 1st April, 2026 up to the date of work order given.

5. AREAS OF WORK AND SCOPE OF ASSIGNMENT

- 1.1 Day Book (Daily), Grant Register, Bank Reconciliation (Monthly), Income and Expenditure Classification Register and Reserve Register, Deposit Register, Advance Daily, Advance Classification Register, Grant Register, Loan Register, Investment Register, Bill Register, Cheque Register and any other registers as prescribed by PMC shall be prepared
- 1.2 Accounting on accrual basis accounting system in Tally software/other suitable software on the basis of vouchers, bank statements and other details available.
- 1.3 Monthly accounts with reconciliation shall be prepared and submitted by the 10th of every month and quarterly and annual accounts shall be prepared and submitted on time.
- 1.4 Preparation of balance sheet for the year 2026-27
- 1.5 The annual budget of PMC will have to be prepared.
- 1.6 The work of reconciliation of all bank accounts will have to be completed regularly.
- 1.7 Work related to Provident Fund and related registers will have to be prepared.
- 1.8 Work related to tax advisory and compliance of services of direct and indirect taxes such as Income Tax GST etc. will have to be done.
- 1.9 TDS/TCS/GST Returns/GST TDS/Income Tax Returns etc. details will have to be prepared regularly and filed/filled with the government on time
- 1.10 Form No. 16 and 16A will have to be issued to the deductees
- 1.11 GST TDS Certificate and opinions related to direct or indirect taxes will have to be given
- 1.12 Compliance with notices issued to PMC in respect of Income Tax, Income Tax TDS, GST or other matters, preparing and drafting replies to IT Department/GST or concerned authority and appearing before the concerned authority up to the stage of assessment proceedings if required.
- 1.13 Verification of payment bill vouchers with respect to compliance with direct and indirect taxes and other matters as prescribed by PMC.
- 1.14 Preparation, verification and submission of NPS forms. NPS monthly and dues return. Generating NPS challan for payment, processing NPS withdrawal forms, processing NPS correction forms and other related matters.
- 1.15 Providing guidance on any changes/amendments in Income Tax, GST and implementation of such changes in PMC so that such changes are complied with.
- 1.16 Organizing training or awareness seminars to the staff of PMC for better compliance with Income Tax and GST provisions whenever required or as directed by PMC.
- 1.17 Provide assistance in compliance with the provisions related to compliance of Municipal Debt Securities.
- 1.18 Provide assistance in the required format for providing financial data to SEBI on a half-yearly

and annual basis.

- 1.19 Update the information as requested in the existing portals of the Government like City Finance Portal, PASS Portal etc.
- 1.20 The above scope is not exclusive. Other assignments and works pertaining to accounts as directed by Corporation after mutual discussion can also be entrusted.
- 1.21 Payment shall be made progressively on monthly basis, however, 10% penalty may be levied if the work is delayed beyond reasonable timelines.

6. TERMS AND CONDITIONS FOR CARRYING OUT ASSIGNMENT

- 1.1 The CA Firm will have to start the work within 10 days of the receipt of the letter of appointment.
- 1.2 Selected CA Firm has to depute 1 qualified person (except Audit Assistant / trainee) on regular full time basis during office hours. The person shall be supposed to perform Data entry of day to day Transactions and reconciliation procedures during regular working hours in Tally or other suitable accounting software. Also selected firm shall have to carry out work after completion of office hours and on public holidays if requires or as directed by PMC.
- 1.3 Monthly accounts with reconciliation must be submitted by 10th of every month as well as yearly accounts to be submitted with in definite timeline.
- 1.4 The selected firm will have to comply with the instructions if any issued by the PMC.
- 1.5 No TA/DA expenses will be borne by the PMC for undertaking this works and this will have to borne by the CA firm.
- 1.6 The scope of work is only approximate; the Chartered Accountants firm should make its owned assessment of work involved & staff required before quoting for assignment.
- 1.7 The successful firm shall not to be entitled to claim any additional amount for any reason whatsoever for the assigned work.
- 1.8 All reporting shall be submitted on regular basis as required by PMC from time to time.
- 1.9 PMC will not pay any advance to the selected firm under any circumstances.
- 1.10 Period of assignment shall be FY 2026-27 to FY 2030-31 and it can be further extended based on satisfactory of work and mutual agreement or consent of parties.
- 1.11 Escalation in professional Fees can be considered subject to approval of Commissioner or competent authority based on assessment of satisfactory work completion, quantum of work and time devotion after mutual discussion and deliberations.
- 1.12 The successful firm has to enter into an agreement with PMC by paying refundable Security Deposit (Amount to be decided mutually based on discussion) on accepted Bid amount within 10 (ten)days from the date of issue of the letter of acceptance. If he fails to furnish the Security Deposit as agreed, his EMD shall be forfeited.
- 1.13 If there is any breach of Contract or repeated delays, PMC shall have the right and authority for the cancellation of the contract and no payment shall become due for work that has been only partly completed. Further PMC may blacklist the firm and forfeit

security deposit of the firm.

- 1.14 Technical and Financial Bids are to be submitted through GeM portal. Physical copies of Demand Drafts for Tender Fees & EMD along with all relevant documentary proofs duly self-certified, wherever required shall have to be submitted on or before **10th April, 2026** up to 17.00 Hrs addressed to ***Chief Accounts Officer, Porbandar-Chhaya Municipal Corporation, Accounts Branch, Porbandar.*** The Verification of documents submitted shall be examined by PMC authorized official and the representative of Chartered Accountant firm shall have to produce the Original Documents for verification whenever asked for. **Financial Bid is strictly to be submitted online through GeM portal only.**

6. AUTHORITY

Decision of Municipal Commissioner, Porbandar Municipal Corporation, Porbandar shall be final and binding and reserves the right to accept / reject any or all offers received without assigning any reason thereof.

(Sd/-)

Commissioner

Porbandar Municipal Corporation

PORBANDAR MUNICIPAL CORPORATION

PORBANDAR

Name of Assignment: Preparation and finalization of books of accounts on accrual basis along with taxation advisory and compliance services for FY 2026-27 to 2030-31

PROFESSIONAL FEES

Sr.No	Description	Total Amount in for 2026-27 (Excluding GST))
1.	Fees for preparation and finalization of books of account Fees for Year 2026-27	To be quoted online only, not to be submitted physically
2.	Fees for Taxation advisory and compliances services Year 2026-27	
	Total amount	

Amount in Words,FIVE LAKHS ONLY

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

Authorized

Signature

(With Name & Seal)

Checklist of Document to be attached (Self certified):-

- (1) DD for Tender Fee
- (2) DD for EMD
- (3) Application Form
- (4) Declaration as attached in tender
- (5) Annexure-A
- (6) Turnover proof (Certificate from CA or Copy of Income & Expenditure account duly certified by CA)
- (7) Copy of PAN of firm
- (8) Copy of GST Certificate
- (9) ICAI Firm Registration Certificate or Firm Card containing details of all partners and Paid CA staff and offices location
- (10) Registration of C & AG
- (11) Copies of NISM Series VI or equivalent certificate of minimum 1 Partner
- (12) Copies of ICAI approved DISA qualification certificates of Partners
- (13) Copies of Minimum 5 Assignments related to preparation and finalization of books of accounts of Municipal bodies with minimum 2 Corporations or government bodies during last 10 years (Past 3 years work orders to be enclosed. Other years work orders can be asked for by corporation whenever found necessary)
- (14) Copies of Minimum 3 Assignments related to Taxation advisory and compliances services of Municipal bodies.

PORBANDAR-CHHAYA MUNICIPAL CORPORATION

PORBANDAR

APPLICATION FORM

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

Sr.No	Name of CA Partners	Age
1		
2		
3		
4		
5		

- 12) Number of Qualified Staff (FCA/ACA):
- 13) List of Accounting & Taxation Assignment handled work orders to be enclosed as stated above
- 14) Annexure-A Containing details of key personnel:
- 15) Tender Fee
Rs.....D.D./P.O.No.....Dt..... (to
be enclosed)
- 16) Earnest Money Deposit
Rs.....D.D./P.O.No.....Dt..... (to be enclosed)

(Signature with Seal)

Encl.: All the relevant documents duly self certified by authorized personnel of the firm

(On letterhead of the firm)

DECLARATION

We hereby confirm 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 PMC in connection with this assignment.
4. All information provided by PMC is 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 PMC and have no relative works in PMC.
6. I/We understand and accept that PMC has a right to reject our application without assigning any reason therefor.

Nameof Authorized Signatory	Designation	Name of the Firm

Place:

Date:

(Signature with Seal)

ANNEXURE-A

(A) DETAILS OF PARTNERS OF THE FIRM

Name of the Chartered Accountant:

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

(Rows may be added, if needed)

(B) DETAILS OF KEY PERSONNEL PROPOSED FOR THE ASSIGNMENT

Name of chartered Accountant and other staff for Preparing preparation and finalization of books of account FY 2026-27

Sr. No.	Name of the person	Age	Highest Professional Or Educational Qualification	Total Experience	Designation for the project (Team Leader/Other)
1					
2					
3					
4					

Name of chartered Accountant and other staff for Taxation advisory and compliances services FY 2026-27

Sr.No.	Name of the person	Age	Highest Professional Or Educational Qualification	Total Experience	Designation for the project (Team Leader/Other)
1					
2					
3					
4					

Note: Any Replacement in above mentioned staff will be done after prior approval of PMC