बिड संख्या/Bid Number: GEM/2026/B/8165789
दिनांक /Dated: 15-10-2026

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	05-11-2026 17:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	06-11-2026 17:00:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Madhya Pradesh
विभाग का नाम/Department Name	Urban Development And Environment Department
संगठन का नाम/Organisation Name	N/a
कार्यालय का नाम/Office Name	Nagar Parishad Bilahar
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :ddo3.uded.mp@gembuyer.in Buyer Email id: mnew0402@gmail.com
वस्तु श्रेणी /Item Category	Financial Audit Services - Audit report; CA Firm
अनुबंध अवधि /Contract Period	1 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वित्तीय वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Financial Years)	35 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
टर्नओवर पात्रता मानदंड/Turnover eligibility criteria	To be verified by the buyer at the time of technical evaluation
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,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 दस्तावेज़ों 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?**	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / **Minimum number of bids required to disable automatic bid extension**	3
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
Payment Timelines	Payments shall be made to the Seller within **45** days of issue of service delivery acceptance certificate (SDAC) and on-line submission of bills (This is in supersession of 10 days time as provided in clause 12 of GeM GTC)
मूल्यांकन पद्धति/**Evaluation Method**	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / **Financial Document Indicating Price Breakup Required**	Yes
मध्यस्थता खंड/**Arbitration Clause**	No
सुलह खंड/**Mediation Clause**	No

ईएमडी विवरण/EMD Detail

एडवाईजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	5000

ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने है। एमएसई

केटेगरी 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.

(c).ईएमडी और संपादन जमानत राशि लाभार्थी के पक्ष में होनी चाहिए। / Earnest Money Deposit (EMD) shall also be accepted by the buyer in the form of a surety bond.

लाभार्थी /Beneficiary :

BUYER
nagar parishad bilahar, Urban Development and Environment Department, N/A,
(Mukesh Panthi)

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

एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	No

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. 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.

एक्सेल में अपलोड किए जाने की आवश्यकता /Excel Upload Required :

BOQ - 1792053273.xlsx

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Number of Years of firm/company'sexistence as per ICAI certificate: As Per the attached Document

Number of years of experience as on date of which at least XX years should be in internal/external audit of companies, PSUs and centrally funded institutions.: As Per the attached Document

Number of full-time partners/experienced and qualified professionals in full time employment at senior level with experience in handling similar or relevant projects: As Per the attached Document

Number of partners/ qualified professionals in full time employment with DISA/CISA qualification: As Per the attached Document

Number of XX fulltime CA's required and YY professional audit staff: As Per the attached Document

Price Breakup Format for the bidders to upload for providing break-up of overall project cost:1792053304.pdf

Financial Audit Services - Audit Report; CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Audit report
Type of Financial Audit Partner	CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Internal control of financial
Type of Industries/Functions	Sales, Services and Revenue
Frequency of Progress Report	As Per Requirement
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	As Per Requirement
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit 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

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Mukesh Panthi	470119,Nagar Palika Ward No.6	Project / Lumpsum Based	N/A

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

1. **Generic**

   OPTION CLAUSE 25% : 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, the contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration.
   For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 25 percent with the consent of the service provider

2. **Buyer Added Bid Specific ATC**

   Buyer uploaded ATC document Click here to view the file.

अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer ,is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid.All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM.If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents (other than EMD and signed Integrity Pact - which can be submitted within 5 days of bid opening) in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. 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.
14. 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 catalogues 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. 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 General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

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 कार्रवाई 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---

MUNICIPAL COUNCIL BILHARA

TENDER DOCUMENT

Tender No.: _____

Estimated Cost: ₹5,00,000/- (Rupees Five Lakh Only)

Request for Proposal for Appointment of a Chartered Accountant Firm as Financial Consultant at Municipal Council Bilhara, District Sagar (M.P.)

Tender Document For Appointment of Chartered Accountant Firm as Financial Consultant at Municipal Council Bilhara, District Sagar (M.P).

S. No.	Particulars	Date	Time
1	Bid Publishing Date	…./…/……	10:30 AM
2	Bid Document Download / Sale Start Date	…./…/……	10:30 AM
3	Bid Submission Start Date	…./…/……	10:30 AM
4	Bid Submission End Date	…./…/……	17:30 PM
5	Last Date for Bid Submission (Online)	…./…/……	17:30 PM
6	Technical Bid Opening Date	…./…/……	11:00 AM
7	Financial Bid Opening Date	To be notified to qualified bidders	—
8	Bid Validity Period	As per the tender conditions	180 Days

A. Scope of Work

The selected Chartered Accountant Firm ("the Firm") shall provide integrated professional consultancy, institutional handholding, financial management assistance, accounting advisory services, statutory compliance support, reporting assistance, budgeting support, and scheme-specific financial review services to Municipal Council Bilhara in accordance with the provisions of the Madhya Pradesh Municipal Accounting Manual (MPMAM), guidelines of the Urban Administration & Development Department (UADD), and other applicable laws, rules, notifications, circulars, and Government instructions issued from time to time.

This engagement is a composite and outcome-based professional assignment requiring periodic visits, continuous coordination with municipal officials, technical guidance, review of records, compliance assistance, reconciliation support, data validation, capacity building, and strengthening of the financial governance systems of the Urban Local Body (ULB).

The detailed scope of work shall include, but not be limited to, the following:

1. Handholding in Maintenance of Books of Accounts

The Firm shall provide on-site and off-site advisory support for strengthening municipal accounting systems and capacity building of officials under the Accrual-Based Double Entry Accounting System.

Scope Includes:

1. Guidance in recording day-to-day financial transactions in proper accounting heads.
2. Assistance in classification of receipts, payments, liabilities, assets, grants, advances, and deposits.
3. Guidance on use of prescribed General Ledger (GL) Codes.
4. Review of cash book, bank book, journal, ledger, and subsidiary registers.
5. Assistance in rectification entries, adjustment entries, and year-end entries.
6. Support in maintenance of fixed asset registers and liability registers.
7. Periodic reconciliation of books of accounts.
8. Assistance in correction of misclassifications and unreconciled balances.
9. Guidance on accounting treatment of grants and scheme funds.
10. Capacity building of municipal accounting staff.

2. Handholding in Preparation of Financial Statements

The Firm shall assist in annual closure activities, scrutiny of balances, compliance checks, disclosures, and presentation of financial statements of the Municipal Council.

Financial Statements:

a. Balance Sheet
b. Income & Expenditure Account
c. Receipts & Payments Account
d. Cash Flow Statement
e. Notes to Accounts
f. Relevant Schedules and Annexures

Scope Includes:

1. Compilation of trial balance.
2. Grouping and classification of ledger balances.
3. Preparation of schedules of assets, liabilities, grants, receivables, and payables.
4. Accounting of depreciation, accrued income, and outstanding liabilities.
5. Preparation of notes and disclosures.
6. Review of consistency and compliance with MPMAM.
7. Cross-verification and reconciliation of statements.
8. Assistance in finalisation and submission of annual accounts.

3. Statutory Indirect Tax Compliance Support

The Firm shall provide advisory and compliance assistance in relation to indirect tax matters applicable to the Municipal Council under the Goods and Services Tax laws.

Scope Includes:

1. Review of taxable and exempt transactions.
2. Guidance on GST applicability on municipal receipts and contracts.
3. Preparation and filing of applicable returns including:
    - GSTR-1
    - GSTR-3B
    - GSTR-7 (where applicable)
4. Reconciliation of returns with books of accounts.
5. Input tax credit review and matching.
6. Guidance on invoices, debit notes, credit notes, and statutory records.
7. Assistance in payment of liabilities.
8. Support in departmental notices, scrutiny, and clarifications.
9. Updates regarding changes in GST provisions.

4. Direct Tax Compliance & TDS Advisory Support

The Firm shall provide support in relation to Tax Deducted at Source (TDS) and other direct tax compliances applicable to the Municipal Council.

Scope Includes:

1. Review of payments liable for TDS.
2. Guidance on relevant sections and applicable rates.
3. Assistance in deduction and deposit of TDS.
4. Preparation and filing of quarterly TDS returns.
5. Reconciliation with challans and books of accounts.
6. Assistance in issuance of TDS certificates.
7. Support for correction returns and defaults.
8. Assistance in notices, demands, and departmental communications.
9. Guidance regarding filing of Income Tax Return, wherever applicable.

5. Handholding and Preparation of Data for 15th / 16th Finance Commission Reporting

The Firm shall provide technical assistance in preparation, verification, validation, and reporting of financial and operational data relating to Finance Commission Grants.

Scope Includes:

1. Preparation of required statements and reports.
2. Assistance in reporting on the City Finance Portal or other designated portal.
3. Reconciliation of reported data with books of accounts.
4. Validation of governance indicators and compliance parameters.
5. Preparation of utilization data and grant-wise statements.
6. Correction of portal mismatches and inconsistencies.
7. Guidance on timelines, formats, and reporting standards.
8. Coordination support with Government authorities.

6. Annual Budgeting, Financial Planning & Revenue Forecast Support

The Firm shall assist the Municipal Council in the preparation of the Annual Budget and related financial planning documents.

Scope Includes:

1. Collection and review of historical financial data.
2. Revenue estimation from taxes, fees, grants, rent, and other sources.
3. Expenditure planning for establishment, operations, maintenance, and development works.

4. Budget preparation in accordance with GL Codes.
5. Budget preparation in accordance with MPMAM provisions.
6. Preparation of revised estimates / supplementary budget, if required.
7. Support in presentation before competent authority.
8. Budget variance review and advisory support.

7. Handholding & Preparation of Reports and Information as Required by UADD

The Firm shall provide necessary handholding, assistance, compilation, verification, reconciliation, and preparation of reports, statements, information, data, and other documents as may be required by the Urban Administration & Development Department (UADD) from time to time, including requirements relating to one year, two years, three years, and three years or more, as applicable, and shall ensure their preparation and submission in the prescribed format and within the stipulated timelines.

8. Other Allied and Assigned Work

The Firm shall undertake allied consultancy and assigned work within the scope of financial administration, statutory compliance, and institutional support of the Municipal Council.

Scope Includes:

1. Preparation of replies to notices under GST, Income Tax, TDS, or other laws.
2. Assistance during hearings and proceedings.
3. Support in inspections, audits, and departmental reviews.
4. Preparation of special financial statements, certificates, and reconciliations.
5. Advisory support on internal controls and documentation systems.
6. Training and capacity building of municipal staff.
7. Attendance in meetings, review discussions, and coordination activities.
8. Liaison support with Urban Administration & Development Department (UADD) or other authorities as directed.
9. Necessary local or outstation visits for official work.
10. Any incidental work connected with the above assignments.

It is hereby stated that the above-mentioned scope of work, being a composite professional assignment involving handholding support, accounting assistance, statutory compliances, audit services, financial reporting, and allied consultancy services for the Urban Local Body, is presently not available as a standard or predefined service category on the Government e-Marketplace (GeM) portal.

Accordingly, for procurement of the said services, the proposal has been initiated through the Custom Bid mechanism on GeM, in accordance with the applicable procurement rules, Government guidelines, and provisions governing engagement of professional consultancy services.

B. Earnest Money Deposit (EMD):

The bidder shall deposit an Earnest Money Deposit (EMD) of ₹ 5,000/- online, failing which the tender shall be treated as invalid and rejected, and the entire responsibility shall lie with the bidder firm. The EMD of the successful bidder shall be retained until submission of the Performance Security and shall be refunded online upon submission of the same, while the EMD of unsuccessful bidders shall be refunded as per applicable rules.

C. Tender Period:

The tender shall remain valid for the Financial Year 2026–27. Subject to satisfactory performance of the contractor, the tender period may be extended for subsequent financial years at the discretion of the Chief Municipal Officer (CMO).

In the event of such extension, the approved rates shall be increased by 10% annually after the Financial Year 2026–27.

The bidder is required to quote rates in the Financial Bid strictly applicable for the Financial Year 2026–27 only. The same base rates shall be considered for subsequent years, subject to the aforementioned annual increment.

D. Format and Method of Submission of Tender:

The bidder shall carefully read the tender document and fill it in clearly in typed form. Each page of the tender document must be duly signed by the bidder and stamped with the firm's seal. No correction or overwriting shall be accepted in the tender document.

(a) The tender shall be online and two-stage.

(b) The first stage shall be the Technical Bid, wherein the bidder shall submit all documents as specified in the eligibility criteria, with each page duly signed and stamped.

(c) The second stage shall be the Financial Bid, in which the prescribed rate format shall be duly filled.

(d) Only online submitted documents shall be considered valid. However, the bidder shall be required to submit hard copies of the uploaded documents in the office if demanded.

E. Last Date for Submission of Tender:

The online tender may be submitted up to …./…/……The bidder firm is expected to submit only those documents that are required as per the tender conditions. Only the documents submitted online by the firm shall be considered valid.

F. Date of Opening of Tender:

The tender shall be opened online on …./…/……by the members of the duly constituted evaluation Committee.

Only those bidders who qualify in the Technical Bid shall be eligible for opening of the Financial Bid. In case of failure to submit the required documents/records, the bidder firm shall be solely responsible for disqualification at any stage of the tender process. The decision taken by the Evaluation Committee shall be final and binding on all bidders.

G. Evaluation and Selection of Tender:

(a) The tender shall be two-stage, comprising a Technical Bid and a Financial Bid, which shall be opened sequentially.

(b) Initially, the Technical Bids of all received tenders shall be opened. Only those bidder firms which qualify in the technical evaluation shall have their Financial Bids opened. The Evaluation Committee shall scrutinise all tenders in detail, and based on verification and analysis of the required documents, bidders shall be declared technically qualified. The Financial Bids of technically disqualified bidders shall not be opened and shall remain unopened.

(c) Thereafter, the bidder quoting the lowest rate (L1) in the Financial Bid shall be selected.

(d) The entire responsibility for disqualification at any stage of the tender process shall lie solely with the bidder firm.

(e) The Chief Municipal Officer, Municipal Council Bilhara, reserves the right to accept or reject any bid, including the lowest or highest bid, without assigning any reason.

(f) The decision of the Chief Municipal Officer, Municipal Council Bilhara, shall be final and binding on all bidders.

(g) The Chief Municipal Officer, Municipal Council Bilhara, reserves the right to cancel the tender at any stage without assigning any reason.

(h) Submission of the tender shall imply that the bidder has accepted all the above terms and conditions.

H. Agreement:

The successful bidder shall be required to execute an agreement for carrying out the assigned work as per the tender. For this purpose, the bidder shall execute the agreement on a stamp paper of ₹1,000/-, and all expenses towards stamp duty, notarization, and related charges shall be borne by the bidder.

I. Mandatory Terms and Conditions:

The work under this tender shall be awarded to the firm quoting the lowest financial bid (L1), and an agreement shall be executed with such firm, subject to the following conditions:

1. The selected firm shall commence the work within 15 days from the date of issue of the work order.

2. The quoted rates shall be inclusive of all taxes and liabilities; however, GST shall be payable separately as applicable.

3. Only those bidders whose Earnest Money Deposit (EMD) and all required documents are submitted online shall be considered for opening of the Financial Bid. Bidders failing to submit the prescribed EMD and complete documents shall be treated as disqualified.

4. After evaluation of the Technical Bids, the date of opening of the Financial Bids shall be communicated separately to the qualified bidders through online mode.

5. The bidder shall upload and submit the rates online in the prescribed format on the Government e-Marketplace (GeM) Portal (https://gem.gov.in).

6. If any document submitted online by the bidder is found to be false, fabricated, or forged, the tender shall be rejected, the EMD shall be forfeited, and the firm shall be blacklisted by Municipal Council Bilhara, and further action shall be taken as per applicable rules.

7. GST shall be payable separately on the quoted rates as per applicable laws.

8. No TA/DA, accommodation, or any other expenses shall be payable by the institution over and above the rates quoted by the bidder firm.

9. The bidder shall quote rates inclusive of all liabilities, including TA/DA, and no payment other than the approved rates for the Government work shall be admissible.

10. Any dispute arising out of this tender shall be subject to the jurisdiction of the Sagar Courts only**.**

11. In case more than one bidder qualifies as L-1, the final selection shall be made based on the firm's experience in the work mentioned in Clause 4 of Eligibility Criteria for Chartered Accountant (CA) Firms, in Urban Local Bodies (Madhya Pradesh), and the firm having the maximum number of such assignments shall be selected.

J. Eligibility Criteria for Chartered Accountant (CA) Firms

The technical eligibility criteria for selection of the Chartered Accountant firm are as follows:

S. No.	Eligibility Criteria	Documents Required
1	Registration and Empanelment: The firm must be registered with ICAI.	Copy of ICAI Registration Certificate, Firm Constitution Certificate (Firm Card),
2	Years of Establishment and Partnership: The firm must be established for at least 10 years and in continuous partnership for the last 10 years.	Copy of ICAI Firm Registration Certificate indicating date of establishment and constitution
3	PAN and GST Registration: The firm must possess valid PAN and GST registration.	Copy of PAN Card and GST Registration Certificate
4	Experience: The firm must have adequate experience in providing accounting, audit, taxation, and financial consultancy services to Autonomous Bodies, Government Organizations, and Semi-Government Organizations, and shall mandatorily have experience of working under the Accrual-Based Double Entry Accounting System in at least Three (3) Urban Local Bodies (ULBs) under UADD; experience in providing consultancy for 15th and/or 16th Finance Commission reporting/City Finance Portal compliance in at least two (2) ULBs; experience in providing taxation consultancy services (including GST and/or TDS compliance) in at least two (2) ULBs cand experience in providing taxation consultancy services (including GST and/or TDS compliance) in at least two (2) ULBs.	Copy of Work Orders issued by respective ULBs as proof of experience (Only work orders issued by the respective ULBs shall be considered as valid proof of experience, and such work orders must be enclosed with the technical bid, failing which the bid shall be liable for rejection.)
5	Partners and Staff Strength: The firm must have at least 7 full-time partners, out of which at least 5 should be FCA.	Certified list of partners, copy of ICAI Constitution Certificate, and details of FCA partners
6	Location: The firm must have Head Office in Madhya Pradesh and a Branch Office in Sagar District as on 01.04.2026.	Documentary proof of office address (ICAI Records) along with self-certification

7	Financial Turnover: Average annual turnover of at least ₹35 Lakhs during the last three financial years (2023-24, 2024-25, 2025-26).	CA-certified turnover certificate along with audited financial statements of last three financial years (2023-24, 2024-25, 2025-26).
8	Blacklisting and Disciplinary Record: The firm should not be blacklisted, and no disciplinary proceedings should be pending.	Self-declaration on firm letterhead duly signed
9	DISA Certification: At least one partner must hold a DISA qualification.	Copy of DISA Certificate issued by ICAI
10	Additional Certifications: Preference for certification in Public Finance & Government Accounting.	Copy of certificate issued by ICAI

K. Financial Bid Format:

S. No.	Description of Work	Unit	Rate (₹) For FY 2026-27	GST (₹)	Total Amount (₹)
1	Handholding in Maintenance of Books of Accounts under Accrual-Based Double Entry System	Monthly			
2	Handholding in Preparation of Financial Statements (Balance Sheet, I&E, R&P, Cash Flow, Notes)	Annual			
3	GST Return Filing	Monthly			
4	Income Tax TDS Compliance	Monthly			
5	Consultancy for 15th Finance Commission (City Finance Portal)	Annual			
6	Preparation of Annual Budget -GL Codes	Annual			
7	Preparation of Annual Budget - MPMAM	Annual			
8	Handholding & Preparation of Reports and Information as Required by UADD – (For Report & Information of One Financial Year)	Per Information or Report			
9	Handholding & Preparation of Reports and Information as Required by UADD – (For Report & Information of Two Financial Years)	Per Information or Report			
10	Handholding & Preparation of Reports and Information as Required by UADD – (For Report & Information of Three Financial Years)	Per Information or Report			

11	Handholding & Preparation of Reports and Information as Required by UADD – (For Report & Information of more than Three Financial Years)	Per Information or Report			
12	Other Allied and Assigned Work (including Income Tax & GST replies, hearings, UADD meetings, and outstation visits)	Per Assignment			
TOTAL					

Annexure- A

|| AFFIDAVIT ||

I/we ……..…….. who is/are…… (status in the firm/ company) and competent for submission of the affidavit on behalf of M/S…….. (contractor) do solemnly affirm an oath and state that:

I/we am/are fully satisfied for the correctness of the certificates/records submitted in support of the following information in bid documents which are being submitted in response to notice inviting e-tender No._____for_____(name of work) dated_____ issued by the _____(name of the department).

I/we am/ are fully responsible for the correctness of following self-certified information/ digitally signed documents and certificates:

1. That the self-certified information/ digitally signed document given in the bid document is fully true and authentic.
2. That:
   a. Information regarding financial qualification and annual turnover, submitted online is correct.
   b. Information regarding various technical qualifications, submitted online is correct.
3. No close relative of the undersigned and our firm/company is working in the department.

OR

Following close relatives are working in the department:

Name_____Post_____Present Posting _____

Signature with Seal of the Deponent (bidder)

I/ We,……..above deponent do hereby certify that the facts mentioned in above paras 1 to 3 are correct to the best of my knowledge and belief.In the event of any information is found to be incorrect/untrue of found violated, then without giving any of any prior notice, our bid shall be liable for rejection or termination of contract, without prejudice to any other rights of remedy including the forfeiture of the bid security / performance security.

Verified today_____(date) at_____(place).

Verified today_____(dated)
at_____(place).