

# **REQUEST FOR PROPOSAL (RFP)**

Appointments of Field Level Chartered Accountants (FLCAs)

For

“Implementation of Accrual Based Double Entry Accounting System at  
DISTRICT LEVEL in Municipal Councils/  
Nagar Panchayats of Jalna District”

Tender Notification No. XXXX

Dated: 05/11/2019

**Issued by:**

**Directorate of Municipal Administration,**

**Government of Maharashtra**

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## Invitation to Proposal

Date: dd/mm/yy

The Directorate of Municipal Administration (DMA), Government of Maharashtra governs the working and administration of the Municipal Councils and Nagar Panchayats across Maharashtra. Earlier, Municipal Councils were following Maharashtra Municipal Account Code, 1971 for the purpose of maintenance of books of accounts. Account Code was based on Cash basis of accounting and it is replaced by a new account code which is based on National Accounting Manual suitable for Double Entry Accounting System in ULB's.

The Directorate of Municipal Administration (DMA), Government of Maharashtra, seeks to invite Proposal from Chartered Accountant firms / Limited Liability Partnership (LLP) or from Joint Venture / Consortium of the Chartered Accountant CA Firm/Limited Liability Partnership (LLP) for "Implementation of Accrual Based Double Entry Accounting System at----- District for Municipal Councils/ Nagar Parishads/ Nagar Panchayats of this District through DISTRICT COLLECTOR."

Government of Maharashtra has prepared Maharashtra Municipal Account Code, 2013(MMAC,2013) which favors to keep all the financial records in Double Entry Accounting System on Accrual Basis and also decided to implement this new Account Code in all ULB's of Maharashtra. Recently, DMA has implemented Accrual Based Double Entry Accounting System at 236 ULBs (Class A, B & C) by following provisions of Maharashtra Municipal Account Code, 2013 successfully through another similar project.

Now, Directorate of Municipal Administration (DMA)has decided to appoint field level Chartered Accountants (FLCAs) for Each districts (Districtwise) within which newly incorporated Municipal Councils (132 Nagar Panchayats) for the period from date of their establishment to F.Y. 2020-21 and above mentioned 236 ULBs (Class A, B & C) for the period from F.Y. 2017-18 to F.Y. 2020-21, that is, for total 368 Municipal Councils/ Nagar Parishads/ Nagar Panchayats by following provisions of Maharashtra Municipal Account Code, 2013 in each **district** of Maharashtra to assist and support them in preparation and finalization of financial statements as per MMAC, 2013. Therefore Commissioner and Director of Municipal Administration and DAO, Government of Maharashtra (herein after referred to as DMA or Directorate and DAO) invites sealed Technical and Financial bid for appointment of Field Level Chartered Accountants for "Implementation of Accrual Based Double Entry

Accounting System at ----- District for Municipal Councils/ Nagar Panchayats of -----  
-District.”

Interested bidders are advised to study this RFP document carefully before submitting their proposals in response to the RFP Document. Submission of a proposal in response to this RFP shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications. Interested bidders to download the RFP document from the website URL mentioned in the fact sheet.

Any subsequent corrigenda / clarifications will be made available on the website URL mentioned in the fact sheet. Proposals must be received not later than time, date and venue mentioned in the fact Sheet. Proposals that are received after the deadline WILL NOT be considered in this procurement process. Lowest bidder (L1) will be selected and procedure is described in this RFP. To obtain first-hand information on the assignment, bidders are encouraged to attend the pre-bid meeting (attending the pre-bid meeting is optional).

Yours Sincerely,

**DISTRICT COLLECTOR,**

Insert address.

## **Section A: Introduction**

## A-1 Project in brief

Urban Local Bodies are autonomous bodies and are governed by their respective Acts. Recently, DMA has implemented Accrual Based Double Entry Accounting System at 236 ULBs (Class A, B & C) upto F.Y. 2016-17, following provisions of Maharashtra Municipal Account Code, 2013 successfully through another project.

There are ----- urban local bodies in district which also includes newly formed Nagar Panchayats / Councils. Currently they are following cash based single entry accounting system for their day to day transactions. Also they are not following the provisions laid down in Maharashtra Municipal Account Code, 2013 for finalization of their books of accounts. In order to assist and guide them being a nodal agency, DISTRICT COLLECTOR has decided to appoint a Field Level Chartered Accountant for ---- newly formed Municipal Councils / Nagar Panchayats for the period from date of their establishment till F.Y. 2020-21 and ---- ULBs from F.Y. 2017-18 till F.Y. 2020-21 in ----district of Maharashtra to assist and provide hand hold support to them for implementation of Accrual Based Double Entry Accounting System.

## A-2 Fact Sheet

Item	Description
Method of Selection	C&AG empanelled Chartered Accountant firms / Limited Liability Partnership (LLP) for F.Y. 2018-19 and fulfilling the pre-qualifying criteria mentioned in this RFP will be allowed to fill the bid and the work will be allotted to the bidder who will quote minimum fee.  The lowest bidder (L1) shall be awarded the assignment.  Commercial Bids will be opened for those who secure minimum 50 marks in Technical evaluation.
Availability of RFP Documents	Download from e-tendering website <a href="https://mahatenders.gov.in">https://mahatenders.gov.in</a>
Date of RFP issuance	1 <sup>st</sup> Nov 2019
Tender Document fees (Non-Refundable and Not Exempted)	INR 2,000 (INR Two Thousand only). Payment to be made online through e-tendering portal.
Bid Security Fee / Earnest Money Deposit ( EMD )	1% of Tender Estimate Cost (INR -----only) Payment to be done online through e-tendering portal.

Item	Description
Last date for Submission of Pre-Bid Queries	7 <sup>th</sup> November 2019 All the queries should be received on or before the prescribed date & time, through email only with subject line as follows: “<Bidder's Name> - Pre -Bid queries”. The Pre-Bid queries to be sent to the Email Id: Email ID: arcmunadm@gmail.com
Pre bid meeting (Time, Date, Venue )	8 <sup>th</sup> November 2019 Venue : Office of District Administrative Officer, Municipal Administration, Collector office Premises, City----- District----
Posting of responses to queries by DAO, Government of Maharashtra.	11 <sup>th</sup> November 2019
Last date & time for Bid/proposal submission (on or before)	22 <sup>nd</sup> November 2019 12:00 pm
Date & time for Opening of Technical Bids.	10 <sup>th</sup> December 2019
Date & time for Opening of Commercial Bids.	13 <sup>th</sup> December 2019
Date & time of Issuing Work Order	Upto 20 <sup>th</sup> December 2019
Language	Proposals should be submitted in English only.
Bid Validity	Proposals must remain valid up to 180 (one Hundred and Eighty) days from the date of opening of the Bid.
Currency	Currency in which the Bidders may quote the price and will receive payment is Indian Rupees (INR) only.
Address of Office of District Administrative Officer.	Insert address.
Appointment Period	The bidder is to be appointed for a period from date of appointment till deadline as mentioned in D-11 Output, Deliverable and Payment Schedule for Implementation of Accrual Based Double Entry Accounting System in total ---- Municipal Councils/ Nagar Panchayats of -----District.

### A-3 Definitions and Abbreviations

S.No.	Word	Definition
1	DMA	Directorate of Municipal Administration
2	GOM	Government of Maharashtra
3	MMAC, 2013	Maharashtra Municipal Account Code, 2013
4	PMC	Project Management Consultant
5	ABDEAS	Accrual Based Double Entry Accounting System
6	Agreement	Contract, Service Level Agreement and No deviations certificate together with all Articles, Annexure, Schedules and the contents and specifications of the RFP
7	Applicable Law	Any statute, law, ordinance, notification, rule, regulation, judgment, order, decree, bye-law, approval, directive, guideline, policy, requirement or other governmental restriction or any similar form of decision applicable to the relevant party and as may be in effect on the date of the execution of this Agreement and during the subsistence thereof, applicable to the Project
6	Division	This means a Division of Municipal Councils in the same geographical region.
8	Bidder	The use of the term "Bidder" in the RFP means the single Service Provider.
9	Bid /Proposal	Offer by the Bidder to fulfill the requirement of DISTRICT COLLECTOR,----- District, Government of Maharashtra for an agreed price. It shall be a comprehensive technical and financial response to the RFP
10	CO	Chief Officer
11	Deliverables	Products and services agreed to be delivered by the Bidder in pursuance of the agreement as defined more elaborately in the RFP
12	Successful Bidder	The bidder who is qualified & successful in the bidding process and is given the award of Work.
13	DAO	District Administrative Officer.
14	PBG	Performance Bank Guarantee.
15	ULB	Urban Local Body
16	DM	District Magistrate.
17	PRC	Project Review Committee
18	FAR	Fixed Assets Register
19	L1	Lowest Consolidated Fee quoted by bidder in Commercial Bid Format

#### **A-4 District**

The appointment of Field Level Chartered Accountant shall be for a particular District i.e. For all Municipal Councils / Nagar Panchayats within that particular District. A bidder should bid for All Municipal Councils/ Nagar Panchayats within that particular District. One FLCA will be allotted for that District.

<b>Sr No.</b>	<b>Division</b>	<b>District</b>	<b>Name of Nagar Panchayat</b>	<b>Name of Municipal Council</b>
1	Insert Name of division	Insert Name of district	Insert list of Nagar Panchayats	Insert list of Municipal Councils.

### **Section: B- Instruction to Bidders**

#### **B-1 General**

- While every effort has been made to provide comprehensive and accurate background information and requirements and specifications, Bidders must form their own conclusions about the requirements. Bidders and recipients of this RFP may wish to consult their own legal advisors in relation to this RFP.
- All information supplied by Bidders may be treated as contractually binding on the Bidders, on successful award of the assignment on the basis of this RFP.
- No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of DISTRICT COLLECTOR, Government of Maharashtra. The DISTRICT COLLECTOR,----- District, Government of Maharashtra may cancel this public procurement at any time prior to a formal written contract being executed by or on behalf of the client.
- This RFP supersedes and replaces any previous public documentation & communications, and Bidders should place no reliance on such communications.

#### **B-2 Eligible Bidders**

Bids may be submitted only by sole bidder or consortium of bidders as mentioned in the fact sheet. The bidder/s must be a firm empaneled with C & AG for Financial Year 2018-19 having capabilities to deliver the entire scope as mentioned in the RFP. Bidders are not allowed to sub-contract any part of the scope of work but association bidders parties shall be allowed in the form of Joint Venture/Consortium only. No change in the partnership such as Joint Venture / Consortium will be allowed after the bidding process / during execution of the assigned task. All the members of Joint Venture/ Consortium should be CA Firm.

### **B-3 Bidders to inform**

The Bidder shall be deemed to have carefully examined the terms & Conditions, Scope, Service Levels, Specifications, and Schedules of this RFP. If bidder shall have any doubt as to the meaning of any portion of these Conditions or of the specifications he shall, before the last date for Submission of Pre-Bid Queries, set forth the particulars thereof, and submit them to the DMA in writing in order that such doubt may be removed.

It is further clarified that the technical bid could be evaluated against criteria as described in the RFP. The cut off marks for meeting minimum eligibility criteria would be 50 marks of the total marks. Financial Bid would be opened only for those who are technically qualified.

The lowest bidder (L1) shall be awarded the assignment. Commercial Bids will be opened for those who secure minimum 50 marks in Technical evaluation.

### **B-4 Compliant Proposals/ Completeness of Response**

- Bidders are advised to study all instructions, forms, terms, requirements and other information in the RFP documents carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
- Failure to comply with the requirements of this paragraph may render the proposal non-compliant and the proposal may be rejected. Bidders must:
  - i. Include all documentation specified in this RFP;
  - ii. Follow the format of this RFP wherever applicable and respond to each element in the order as set out in this RFP
  - iii. Comply with all requirements as set out within this RFP.

### **B-5 Cost of Bidding**

The prospective bidders shall bear all the costs associated with the preparation and submission of their respective proposals including negotiating the contract, visits to councils (if any) and of presentations made (if any), regardless of outcome of the bidding process. Please note that these costs are not reimbursable to the bidders.

### **B-6 Clarification of Tender Document**

Any Clarification regarding the RFP document and any other item related to this project can be submitted to DISTRICT COLLECTOR,----- District, Government of Maharashtra as per the submission mode and timelines mentioned in the fact Sheet. It is necessary that the pre-bid queries should be limited to maximum of 10 distinct queries, and must be submitted in excel sheet format, along with name and details of the organization submitting the queries. DISTRICT COLLECTOR,----- District, will respond in writing or through E-mail to any request for the clarification of any clause in RFP Document. In the event of any clarification given and issued in writing (or through email-----) by DISTRICT COLLECTOR, it shall form the part of the RFP document.

**B-7 RFP Document fee**

Bidders are required to submit the RFP Document fee (Non-Refundable and Not Exempted) as per the details mentioned in the fact sheet, along with the proposal. Proposals received without RFP Document fee or with inadequate RFP Document fees shall be rejected.

**B-8 Earnest Money Deposit (EMD)**

Bidders shall submit, along with their Bids, Bid Security (EMD) as per the details mentioned in the fact sheet. Bid security in any other form will not be entertained. The bid security of all unsuccessful bidders would be refunded without interest by DISTRICT COLLECTOR, ----- District, Government of Maharashtra. The bid security, for the amount mentioned above, of successful bidder would be returned without interest after the successful completion of entire task.

In case bid is submitted without the bid security the DISTRICT COLLECTOR, ----- District, Government of Maharashtra reserves the right to reject the bid without providing opportunity for any further correspondence to the bidder concerned.

The EMD may be forfeited:

- a) If a bidder withdraws its bid during the period of bid validity.
- b) Bidder does not respond to requests for clarification of its Proposal.
- c) Bidder fails to provide required information during the evaluation process or is found to be nonresponsive.
- d) In case of a successful bidder, if the bidder fails to sign the contract in accordance with this RFP.
- e) If the bidder provides any information which is false and manipulated to get the undue advantage of any type.

**B-9 Bid Validity Period**

Technical Proposal and Financial Proposal shall remain valid for 180 days from the date stipulated for submission of proposal. A proposal valid for a shorter period shall be rejected by DISTRICT COLLECTOR, ----- District, as non-responsive. In exceptional circumstances, DISTRICT COLLECTOR may solicit the Bidders consent to an extension of the period of validity. The request and response thereto shall be made in writing.

## **B-10 Contents of Bid**

<b>Bid</b>	<b>Content</b>
<b>Technical Bid</b>	<ol style="list-style-type: none"><li>1. Pre-Qualification bid along with required supporting documents and completed forms as specified in section-E of this RFP.</li><li>2. Technical Proposal/bid along with required supporting documents and completed forms as specified in section-E of this RFP.</li></ol>
<b>Financial Bid</b>	Commercial Bid/Proposal along with completed forms as specified in section - F of this RFP.

Please Note that Prices should not be indicated in the Technical Bid but should only be indicated in the Commercial Bid. All the pages of the bid must be sequentially numbered and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of the Bid.

The original proposal/ bid shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidder itself. Any such corrections must be initialed by the person (or persons) who sign(s) the proposals along with stamp. All pages of the bid shall be initialed and stamped by the person or persons who sign the bid.

In case of any discrepancy observed by DISTRICT COLLECTOR, ----- District, Government of Maharashtra in the contents of the submitted original paper bid documents with respective copies, the information furnished on original paper bid document will prevail over others. Failure to submit bid on time could cause a proposal to be rejected.

DISTRICT COLLECTOR, ----- District, will not accept delivery of bid by e-mail/other mode of submission. Technical Proposal needs to be submitted online only. The last date and time for submission of Proposals is given in fact sheet of RFP Document. However, DISTRICT COLLECTOR may at its discretion extend the said deadline for submission of the applications by amending this Tender Document. Any proposal received late i.e. after the stipulated deadline, will be rejected.

## **B-11 Language**

The proposal prepared by the Bidder, as well as all the correspondence and documents relating to the proposal exchanged by the Bidder and DISTRICT COLLECTOR, ----- District, shall be in English only. Any communication from any Bidder in a language other than English shall not be entertained.

## **B-12 Authentication of Bids**

An authorized representative of the Bidder shall initial all pages of the Pre-Qualification, Technical and Financial Bids. Bid should be accompanied by an authorization, in the name of the signatory of the Bid. The authorization shall be in the form of a written power of attorney accompanying the Bid or in any other form demonstrating that the representative has been duly authorized to sign.

### **B-13 Amendment of Request for Proposal**

At any time prior to the dead line for submission of bids, DISTRICT COLLECTOR may, for any reason, whether on its own in initiative or in response to the clarification requested by a prospective Bidder, modify, change, incorporate or delete certain conditions in the Tender Document. The amendments shall be posted by E-mail only and these amendments will be binding on all bidders. In order to allow prospective Bidders reasonable time to take into consideration the amendments while preparing their bids, DISTRICT COLLECTOR at its discretion may extend the dead line for - the submission of bids.

### **B-14 Bid Price**

Bidders shall give the required details of all applicable taxes, duties, other levies and charges etc. in respect of direct transaction between DISTRICT COLLECTOR, ----- District and the Bidders. Bidders shall quote for the entire scope of contract on an "overall responsibility" basis such that the total bid price covers all the Bidder's obligations mentioned in or to be reasonably inferred from the bidding documents in respect of providing the product / services. Prices quoted by the Bidder shall remain firm during the entire contract period and not subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.

### **B-15 Proposal Currency**

Prices shall be quoted in Indian Rupees (INR) only.

### **B-16 Late Bids**

Bids received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall not be entertained and shall be returned unopened. DISTRICT COLLECTOR, ----- District, shall not be responsible for any postal delay or non-receipt/ non-delivery of the documents. No further correspondence on the subject will be entertained.

DISTRICT COLLECTOR, ----- District, reserves the right to modify and amend any of the above-stipulated condition/criterion depending upon project priorities vis-à-vis urgent commitments.

### **B-17 Right to Terminate the Process**

DISTRICT COLLECTOR, ----- District, may terminate the RFP process at any time and without assigning any reason and makes no commitments express or implied that this process will result in a business transaction with anyone. The bidder's participation in this process may result The DISTRICT COLLECTOR, ----- District, Government of Maharashtra selecting the bidder to engage towards execution of the contract.

### **B-18 Non-Conforming proposals**

A proposal may be construed as a non-conforming proposal and ineligible for consideration:

- a) If it does not comply with the requirements of this RFP.

- b) If a proposal appears to be “canned” presentations of promotional materials that do not follow the format requested in this RFP or do not appear to address the particular requirements of the solution, any such bidders may also be disqualified.

#### **B-19 District Collector’s Right to Accept/Reject Any or All Bids**

DISTRICT COLLECTOR, ----- District has the right to accept or reject any proposal or to annul the bidding process and reject all the proposals at any time prior to the award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders on the grounds for DISTRICT COLLECTOR’s action.

#### **B-20 Confidentiality**

All the material / information sent to the Bidder shall be treated as confidential and should not be disclosed in any manner to any unauthorized person under any circumstances.

#### **B-21 Disqualification**

The proposal is liable to be disqualified in the following cases or in case bidder fails to meet the bidding requirements as indicated in this RFP:

- a) Proposal not submitted in accordance with the procedure and formats prescribed in this document or treated as non-conforming proposal.
- b) During validity of the proposal, or its extended period, if any, the bidder increases its quoted price.
- c) The bidder’s proposal is conditional and has deviations from the terms and conditions of RFP.
- d) Proposal is received in incomplete form.
- e) Proposal is received after due date and time.
- f) Proposal is not accompanied by all the requisite documents.
- g) Information submitted in technical bid is found to be misrepresented, incorrect or false, accidentally, unwillingly or otherwise, at any time during the processing of the contract (no matter at what stage) or during the tenure of the contract including the extension period if any.
- h) Financial bid is enclosed with the technical bid.
- i) Bidder tries to influence the proposal evaluation process by unlawful/corrupt/fraudulent means at any point of time during the bid process.

- j) In case any one party submits multiple proposals or if common interests are found in two or more bidders, the bidders are likely to be disqualified, unless additional proposals/ bidders are withdrawn upon notice immediately.

## **B-22 Contacting District Collector Office**

No Bidder shall contact District Collector Office on any matter relating to its proposal. From time of opening of technical proposal to the time the contract is awarded. If the bidder wishes to bring additional information to the notice of the DISTRICT COLLECTOR, ----- District, he should do so in writing. DISTRICT COLLECTOR reserves the right as to whether such additional information should be considered or otherwise. Any effort by a bidder to influence DISTRICT COLLECTOR in its decision on proposal evaluation, proposal comparison or contract award may result in disqualification of the Bidder's bid and also forfeiture of his earnest money deposit.

## **B-23 Inspection & Modification-Reimbursements for Unacceptable Deliverables**

The selected bidder shall be responsible for the completion of all work set out in the RFP Document, Technical proposal and contract. All work is subject to inspection, evaluation, and approval by DISTRICT COLLECTOR, ----- District. DISTRICT COLLECTOR, ----- District, may employ all reasonable means to ensure that the work is progressing and being performed in compliance with the contract. The DISTRICT COLLECTOR, ----- District, should determine that corrections or modifications are necessary in order to accomplish its intent. He may direct the selected bidder to make such changes. The selected bidder will not unreasonably withhold such changes. Substantial failure of the selected bidder to perform the contract may cause DISTRICT COLLECTOR, ----- District to terminate the contract. In this event, DISTRICT COLLECTOR, ----- District shall require the selected bidder to reimburse amount paid (based on the identified portion of unacceptable work received) and shall seek charges for associated damages.

## **Section C: Selection Process for Bidder**

### **C-1 Opening of bids**

- a) The bids that are submitted online successfully shall be opened online as per date and time given in key events and dates mentioned in the fact sheet, through e-Tendering procedure only.
- b) Bids shall be opened either in the presence of bidders or their duly authorized representatives, if present. The bidder representatives who are present shall sign a register evidencing their attendance. One representative per applicant shall be permitted to be present at the time of opening the tender.

- c) Total transparency will be observed and ensured while opening the Proposals/Bids.
- d) DISTRICT COLLECTOR, ----- District reserves the rights at all times to postpone or cancel a scheduled Bid opening.
- e) In the event of the specified date of Bid opening being declared a holiday for DISTRICT COLLECTOR, ----- District, then the bids shall be opened at the same time and location on the next working day. In addition to that, if there representative of the Bidder remains absent; the client will continue process and open the bids of the all Bidders.
- f) During Bid opening, preliminary scrutiny of the Bid documents will be made to determine whether they are complete, properly signed, and generally in order. Bids not conforming to such preliminary requirements will be prima facie rejected.

### **C-2 Preliminary Examination of Bids**

The DISTRICT COLLECTOR, ----- District, Government of Maharashtra will examine the bids to determine whether they are complete, whether the documents have been properly signed and whether the bids are generally in order. Any bids found to be non-responsive for any reason or not meeting any criteria specified in the RFP, will be rejected by DMA and shall not be included for further consideration. Initial Bid scrutiny will be held and bids will be treated as non-responsive, if bids are:

- Not Submitted in format as specified in the RFP document
- Received without the letter of Authorization(Power of attorney)
- Found with suppression of details
- With incomplete information, subjective, conditional offers and partial offers submitted
- Submitted without the documents requested
- Non-compliant to any of the clauses mentioned in the RFP
- Not conforming to the requested formats
- With lesser validity period
- Nonpayment of Tender Fee or Earnest money Deposit
- Any other reason as the DISTRICT COLLECTOR, ----- District considers fit

Note: No relaxation will be given in any circumstance.

### **C-3 Clarification on Bids**

During the bid evaluation DISTRICT COLLECTOR, ----- District may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall

be in writing, and no change in the price or substance of the bid shall be sought, offered, or permitted.

### **Evaluation Process**

DISTRICT COLLECTOR, ----- District, Government of Maharashtra will constitute a Proposal Evaluation Committee to evaluate the responses of the bidders. The Proposal Evaluation Committee constituted by DISTRICT COLLECTOR, ----- District, Government of Maharashtra shall evaluate the responses to the RFP and all supporting documents / documentary evidence. Inability to submit requisite supporting documents / documentary evidence, may lead to rejection.

The decision of the Proposal Evaluation Committee in the evaluation of proposals shall be final. No correspondence will be entertained outside the process of evaluation with the Committee. The Proposal Evaluation Committee may ask for meetings with the Bidders to seek clarifications or confirmations on their proposals.

The Proposal Evaluation Committee reserves the right to reject any or all proposals. Each of the responses shall be evaluated as per the criteria and requirements specified in this RFP.

The steps for evaluation are as follows:

### **C-4 Pre-Qualification Criteria**

Only bidder firms who are fulfilling the following conditions will be eligible for submission of proposal:

S No	Parameter	Pre-qualification criteria Description	Evidence Required
1	Power of Attorney	Power of Attorney, authorizing the signatory of the proposal to execute the proposal shall be furnished.	- Power of attorney to be executed on a non-judicial Maharashtra stamp paper of Rs.100/-and duly attested by a notary public.
2	Offices	Bidder must have office at the district headquarter of the district for which bidder is bidding. In case, bidder does not have an office on the date of submission of bids, bidder should submit an undertaking that bidder will establish such office within 1 month of order of Commencement of the work.	- The bidder must submit a signed and stamped certificate with address of office in ____ District head quarter OR the bidder must submit an undertaking that the bidder will establish such an office within one month of the Order of Commencement of the Work.
3	Legal Entity	Bidder should be: - A chartered Accountant firm empanelled for FY	- Copy of GST registration certificate - Copy of PAN card

		2018-19 with Comptroller and Auditor General of India (C & AG of India) <ul style="list-style-type: none"> <li>- Should have been operating for at least 3 years on the date of publication of this RFP</li> <li>- Valid GST Registration</li> <li>- Valid PAN Number</li> </ul>	<ul style="list-style-type: none"> <li>- Relevant documents of C&amp;AG must be enclosed.</li> </ul>
4	Average annual turnover	Average annual turnover of last 3 financial years should be at least INR 70 lacs.	<ul style="list-style-type: none"> <li>- Copy of audited Balance Sheet and P&amp;L Account of the relevant three years</li> <li>- C.A. certificate as per format in Annexure-1</li> </ul>
5	Partnering	Association bidder firms would be allowed in the form of consortium or Joint Venture but Sub Contracting is NOT allowed	<ul style="list-style-type: none"> <li>- Copy of Joint Venture Agreement or Copy of Consortium Agreement or Any other legal signed document made for JV / Consortium</li> <li>- Notarized MOU between the partners clearly mentioning all terms and job responsibilities</li> </ul>
6	Experience in ULBs	The firm should have experience of atleast 1 ULB/any state government organisation/any State PSU for Accounting OR Auditing in the last 5 years.	Firm must submit a copy of the appointment letter/work order/completion certificate received from the client.
7	Non-Blacklisting	Bidder should not have been blacklisted by DMA/District Collector Office/ any Govt. authority /Govt. body/ Central PSU/ State PSU/Govt. institution, since its inception.	The bidder must submit a notarized affidavit that it has not been blacklisted by any Govt. Authority/ Govt. body/ Central PSU/ State PSU/Govt. institution at present.
8	No deviation certificate	As per bid format provided in Annexure 1	The bidder must submit a signed and stamped certificate as per the format provided in Annexure 1 of this RFP

## C-5 Evaluation for proposals

### Stage I:

#### Technical Proposal Evaluation Criteria:

DISTRICT COLLECTOR, ----- District, Government of Maharashtra on the basis of technical Proposals submitted by bidders shall carry out the evaluation of technical Proposals of all the bidders.

S No	Parameter	Criteria Description	Maximum marks Allotted
1	Age of Firm	Upto 5 years: 5 Marks More than 5 to 7 years: 7 Marks More than 7 year: 10 Marks	10
2	Average annual turnover	Average annual turnover of last 3 financial years, - In between INR 0.70 to 1.24 Crore.- 5 marks - In between 1.25 to 2.00 Crore.- 10 marks - Above 2.0 Crore. -15 marks	15
3	Experience with ULBs	The firm should have experience In Internal audit / Accrual Based Double Entry Accounting System/experience of Accounting or auditing for ULBs/any state PSU/ any state government organisation in the last 5 years. Work orders against one client/one ULB will count for one project/ assignment. Every successfully completed ULB/any state PSU in the last 5 years with required documentary proof will fetch 2 mark each subject to a maximum of 20 marks in total. Bidder should submit <b>ANNEXURE -2</b> - Citations format of this RFP, Without which marks won't be allotted.	20
4	Approach & Methodology Work Plan	Approach methodology to perform required services as detailed in scope of work in the RFP. Approach &Methodology :15 Marks Work Plan : 10 Marks	25
<b>Total Marks :</b>			<b>70</b>

For selection, bidder should obtain minimum 50 marks. Financial bids of those not meeting eligibility criteria shall not be opened. The bidders who are qualified in District shall be informed about the date and time of opening of their financial proposals. Their

representatives may attend the opening of financial proposal. (After production of an authority letter from the respective bidder).

## **Stage II:**

### **Financial Evaluation:**

The lowest bidder (L1) shall be awarded the assignment. Commercial Bids will be opened for those who secure minimum 50 marks out of 70 marks in Technical evaluation.

### **Tender Estimate cost :**

For A Class municipal council - **INR 2.00 LAKHS** per Financial Year.

For B Class municipal council - **INR 1.00 LAKH** per Financial Year.

For C Class municipal council - **INR 0.80 LAKH** per Financial Year.

For newly formed Nagar panchayats - **INR 0.55 LAKH** per Financial Year.

### **C- 6 Commencement of Services**

Bidder whose tender has been accepted shall be notified of the award by providing "Letter of Acceptance" The bidder shall acknowledge it in writing the receipt of the letter of Acceptance and shall send his(bidder) acceptance letter to enter into the agreement within seven (7) days from the receipt of the Letter of Acceptance.

Pursuant to the Firm acknowledging the Letter of Acceptance, The Firm, DISTRICT COLLECTOR, ----- District, Government of Maharashtra shall sign the agreement. The signing of the agreement shall amount to award of the work. The selected bidders shall commence performance of services within one week from the date of signing of agreement.

### **C- 7 Suspension of Services**

The DISTRICT COLLECTOR, ----- District, Government of Maharashtra may by written notice of suspension to the selected bidder, suspend all payments to selected bidder, if the selected bidder fails to perform their obligations in this project.

### **C-8 Liquidated Damages/ Penalty Clause**

If the selected Bidder fails to complete the work within the time prescribed, the selected Bidder shall pay to the DISTRICT COLLECTOR, ----- District, Government of Maharashtra the sum equal to 1% (one percent) of the fee of that Phase for delays per week as liquidated damages provided that the entire amount of liquidated damages shall not

exceed 10% (ten percent) of total fee. No penalty will be levied if delay is due to problem from the Municipal Council.

DISTRICT COLLECTOR, ----- District, Government of Maharashtra without prejudice to any other method of recovery, shall deduct the amount of such damages from any amount which may become due to the selected Bidder. The payment or deduction of such damages shall not relieve the Selected Bidder from his obligations to complete his services or from any other liability under the agreement.

If any work is not completed within the stipulated time as per agreement then the DISTRICT COLLECTOR, ----- District, Government of Maharashtra shall have an option to get the services of the other agencies to complete the work and the extra expenditure if any incurred, shall be recovered from the selected Bidder.

### **C-9 Arbitration**

The following clause titling 'Arbitration' shall be a part of the agreement to be entered in to with the selective Bidders. In the event of any dispute or difference arises between the parties relating to the Consultancy meaning or effect of the Agreement or any other clause or in respect of the rights and liabilities of the parties or other matters specified therein or with reference to anything arising out of or incidental to this Agreement or otherwise in relation to the terms, whether during the continuance of this Agreement or thereafter Such disputes or differences shall be endeavored to be solved by mutual negotiations.

If however such negotiations are not in implementation they shall be by Arbitrator appointed under " The Arbitration and Conciliation Act 1996" by mutual consent and if necessary hearing will be held in Mumbai only and the award made in pursuance thereof shall be final and binding on the parties.

Any reference to arbitration shall not relieve either Party from the due performance of its obligations under the Agreement. However if the nature of disputed matter under arbitration so necessitates, either party may suspend further performance till the arbitration awarded declared. The period of non-performance under these circumstances will be added to the contracted period of completion, without payment of compensation for such delay.

### **C -10 Foreclosures**

If the DISTRICT COLLECTOR, ----- District, Government of Maharashtra does not desire that the professional services are required beyond certain stage, the work assigned to the selected bidder shall be withdrawn after giving him reasonable notice of not less than thirty (30) days for foreclosure/ termination of the engagement.

Upon- foreclosure, the selected bidder shall take necessary steps to bring the work to a close in a prompt orderly manner and shall hand over all the documents reports including the date of termination to the DISTRICT COLLECTOR, ----- District, Government of Maharashtra. The selected bidder shall be duly paid the professional fees for the carried out and services rendered till the date of foreclosure.

#### **C-11 Payment to Field level Chartered Accountants**

Payment including all existing taxes to Field to level Chartered Accountants shall be made by concerned Municipal Councils/ Nagar Panchayats of -----districts, Maharashtra.

#### **C-12 Performance Security**

An amount of 10 % of total bid amount shall be deducted from each payment as performance security which shall be refunded six months after the successful completion of entire task. PBG shall be invoked by DISTRICT COLLECTOR, ----- District, Government of Maharashtra in the event, the Bidder:

- i. fails to deposit the penalty amount ,if any, then penalty amount will be recovered through **Performance Security** .
- ii. fails to perform the responsibilities and obligations as set out in the RFP to the complete satisfaction of DISTRICT COLLECTOR, ----- District, Government of Maharashtra.
- iii. Misrepresentations of facts/information submitted to DISTRICT COLLECTOR, ----- District, Government of Maharashtra.

The performance bank guarantee shall be valid upto six month after satisfactory completion of the project

The performance bank guarantee may be discharged/returned by DISTRICT COLLECTOR, \_\_\_\_\_ District, Government of Maharashtra upon being satisfied that there has been due performance of the obligations of the bidder under the contract. However, no interest shall be payable on the performance bank guarantee.

In the event of the Bidder being unable to service the contract for whatever reason, DISTRICT COLLECTOR, ----- District, Government of Maharashtra would invoke the PBG. Notwithstanding and without prejudice to any rights whatsoever of DISTRICT COLLECTOR, ----- District, Government of Maharashtra under the contract in the matter, the proceeds of the PBG shall be payable to the DISTRICT COLLECTOR, ----- District, Government of Maharashtra as compensation for any loss resulting from the bidder's failure to perform/comply its obligations under the contract.

DISTRICT COLLECTOR, ----- District, Government of Maharashtra shall notify the bidder in writing of the exercise of its right to receive such compensation within 10 days, indicating the contractual obligation(s) for which the bidder is in default.

DISTRICT COLLECTOR, ----- District, Government of Maharashtra shall also be entitled to make recoveries from the bidder's bills, performance bank guarantee, or from any other amount due to him, an equivalent value of any payment made to him due to inadvertence, error, collusion, misconstruction or misstatement.

In case the project is delayed beyond the project schedule as mentioned in this RFP, the performance bank guarantee shall be accordingly extended by the Bidder till completion of scope of work as mentioned in RFP

On satisfactory performance and completion of the order in all respects and duly certified to this effect by the PMC, Contract Completion Certificate will be issued and the PBG will be returned to the Bidder.

**Failure to agree with the Terms & Conditions of the RFP**

Failure of the successful bidder to agree with the Terms & Conditions of the RFP shall constitute sufficient grounds for the annulment of the award, in which event DISTRICT COLLECTOR, ----- District, Government of Maharashtra may award the contract to the next best value bidder or call for new proposals. In such a case, DISTRICT COLLECTOR, --- -- District, Government of Maharashtra shall invoke the PBG and/or forfeit the EMD.

**C-13 Escalation**

No escalation charges or additional amount whatsoever shall be paid to the selected bidders.

**C-14 Supervision of Field Level Chartered Accountants**

The Project Management Consultant (PMC) appointed by DMA shall supervise, provide training and manage the Field Level Chartered Accountants to achieve the desired outcomes of the project.

## **Section D: Terms of Reference**

### **D-1 Background**

Urban Local Bodies are autonomous bodies and are governed by their respective Acts. Recently, DMA has implemented Accrual Based Double Entry Accounting System at 236 ULBs (Class A, B & C) following provisions of Maharashtra Municipal Account Code, 2013 successfully through another project.

There are 132 urban local bodies which are newly formed as Nagar Panchayats/ Municipal Councils. Currently they are following cash based single Entry Accounting System for their day to day transaction. Also they are not following the provisions laid down in Maharashtra Municipal Account Code, 2013 for finalization of their books of accounts. In order to assist and guide them being nodal agency, Now Directorate of Municipal Administration (DMA) has decided to appoint **Districtwise** Through DISTRICT COLLECTOR field level Chartered Accountants (FLCAs) for newly incorporated Municipal Councils (-----Nagar Panchayats) for the period of date of their establishment to F.Y. 2020-21 and ----- (Class A, B & C) in this districts for the period from F.Y. 2017-18 to F.Y. 2020-21, that is, for total 368 Municipal Councils/ Nagar Parishads/ Nagar Panchayats by following provisions of Maharashtra Municipal Account Code, 2013 in each district of Maharashtra to assist and support them in preparation and finalization of financial statements as per MMAC, 2013 for implementation of Accrual Based Double Entry Accounting System.

### **D-2 Objective of the project**

The Field Level Chartered Accountants shall provide technical assistance to the Municipal Councils and Nagar Panchayats in preparation and finalization of books of accounts. Support would be provided in two form i.e. conversion of Books of accounts for previous financial years, providing hand hold support and trainings to the Municipal Staff for successful implementation of real time accrual based double entry accounting system.

All these activities shall be carried out by the Field level Chartered Accountant in the premises of respective Municipal Council and Nagar Panchayats and in the presence of accounts and finance personnel of the respective Municipal Council office. The objective is that finance and accounts personnel of Municipal Council develop the capacity and capability to run the double entry accounting system on accrual basis at their own.

### **D-3 Implementation Structure**

The implementation of the accounting reforms is proposed to be done by employing a three tier implementation structure. The broad distribution of work of the three tiers is as follows:

**i) Tier 1** would comprise of the Accounting reform Cell. The Accounting Reform cell would work under the guidance of DISTRICT COLLECTOR, ----- District, Government of Maharashtra and would be responsible for the entire transformation to the new accounting System.

**ii) Tier 2** would consist of a project Management Consultant. The Project Management Consultant would be mainly responsible for the following activities:-

- Preparation of comprehensive training modules for various grades of ULB employees.
- Provide the necessary training inputs to the implementing (Tier 3) agencies.
- Monitor the implementation, etc. Co-ordinate the activities of Tier 3 agencies and any other related work assigned by DMA.

**iii) Tier3** involved field level Chartered Accountant Firms that would be involved in day-to-day implementation of the accounting reforms at the Municipal Council level.

#### **D-4 Total Project Duration**

This tender is to select in the District the Tier 3 agencies for preparation of financial statement for newly incorporated Municipal Councils (---- Nagar Panchayats) for the period of date of their establishment to F.Y. 2020-21 and ----- ULBs (Class A, B & C) for the period from F.Y. 2017-18 to F.Y. 2020-21, that is, for total ----- Municipal Councils/ Nagar Parishads/ Nagar Panchayats Occurred in this District for real time implementation of accrual based Double Entry Accounting System. The duration of the entire project would be 2 years from the month of start of assignment. (By August 2021)

#### **D-5 Formation of District.**

For implementation of accounting reforms at these Municipal councils and Nagar Panchayats, Districts as per state districts has been formed. One Successful bidder would be appointed for a district. It is expected to provide adequate staff for full period. In case of initial problems during start up, the workload can be adjusted against that of other Municipal Council in the District

#### **D-6 Applicable Rules**

Within four months of award of contract, the bidder will be trained by the project Management consultant on the procedure and policies to be followed for the preparation of Municipal Accounts. This would include the Rules, Municipal Account Code, Implementation Guidelines, Training Manual and Audit Manual etc. The accounts in all the Municipal Council are expected to be prepared on these uniform policies so that they can be comparable at the state level. The bidder shall make available its staff for undergoing such training so as to ensure the standardized procedure of implantation of the accounting reforms in the Municipal Council.

## D-7 Qualification and Requirement of Staff

This project will be covered by three tasks involving various activities mentioned under role of firm. It is expected that the following staff would be required to carry out the work in a given Division:

- i) **Team Leader:** The team leader should have good knowledge of municipal financial framework. He Must be a Chartered Accountant and capable of imparting training to the staff of Municipal Council.
- ii) **Assistants:** Team Leader will be assisted by at least 2 (or more) persons who shall be Graduate with minimum 2 years of experience.

They should possess good knowledge of Marathi & shall have adequate experience of Accrual Based Double Entry Accounting System. These assistants should be capable of hand holding of staff of Municipal Council.

The above staff requirement is expected to be over and above the time which shall have to be devoted by the partner of the firm and additional staff required during the initial start-up and thereafter for preparing the opening balance sheet and for closing of accounts.

The assistants are expected to be deployed in the following manner:

Sr. No	Category Municipal Councils	Staff Required
1	For Municipal Councils Class D	One assistant for all working days for the first year and continuously for four working days of Councils in second year and three working days of Councils in the third year.
2	For Municipal Councils Class A, B, C	Two assistants for all working days for the first year and continuously for four working days of Councils in second year and three working days of Councils in the third year.

The Team Leader/ assistants shall visit the Municipal council at least once during the week for supervision and guidance to his assistants if required. One of the nominated partners of Firm/bidder are expected to visit the Municipal Council at least once in a Month.

It is expected that the team leader shall not be changed during the entire period of contract. In case the change becomes inevitable the same shall be made with a person with equal or higher qualifications and with the prior approval of DISTRICT COLLECTOR, ----- District, Government of Maharashtra.

The above work requirements are only approximate and the Firms are however advised to make their own assessment or the staff required financial viability of the work before they agree to take on the work. The DISTRICT COLLECTOR does not take any responsibility for the actual quantum of work load that is involved.

During the first year all the tasks I to III for Nagar Panchayats upto 2016-17(Phase I) and for Municipal Councils upto the financial years 2017-18 and 2018-19(Phase I) should be completed by 7 months and 5 months from the date of Work Order respectively. Finalization for the books of accounts for the financial year 2017-18 and 2018-19(Phase II) for Nagar Panchayats and for the financial year 2019-20 and 2020-21 (Phase II) for Municipal Councils along with real time implementation of accrual based double entry accounting system will also commence on parallel basis. For the financial year 2019-20 and 2020-21 the staff at local bodies should understand the activity and implement accrual based double entry accounting system at real time basis. The entire project must be completed by deadline mentioned in D-11 along with finalization of accounts for the Year 2020-21.

However, in case the accounting reforms in any Municipal Council is proposed to be abandoned as per the provisions of Task I. The Payments shall be limited for that due for the Task I. The DISTRICT COLLECTOR, ----- District, Government of Maharashtra also reserves the right not to continue to obtain the services of the firm.

#### **D-8 Role of Field Level Chartered Accountant Firm**

The Firm appointed at ULB level shall perform following Tasks:

**Task I: Preliminary Assessment and Day to day activities:** - This is the preparatory phase prior to the starting of the work of writing the accounts as per accrual based double entry system. During this phase the firm should go through the available records in the Municipal Council and determine the present status of the accounts.

Initial sensitization of the staff is also required to be completed. The firm shall submit a report of its preliminary assessment to the project management Consultant/ DMA indicating the current status of accounts maintained by Municipal Council that are proposed to be made from the prescribed methodology. Once the DMA/PMC gives a go ahead the actual work of implementation would be started by the Firm. In case for any reason it is felt that it would not be possible to go ahead with the implementation or the accounting reforms. The process can be aborted at this stage to a given Municipal Council.

The trained staff of the firms shall train the employee or the Municipal Council. Training modules prepared by the DMA will be made available to the Firms for such training.

It shall be the responsibility of the Firm to ensure that the Accounting Rules & procedures (as given in accounting manual) are followed. This shall also include online data feeding or the transaction entries into the computer software provided by

Government up to financial year 2020-21. The Firm is also expected to arrange combine training/meeting of accounts staff of all Municipal Councils allotted to him once in a month to clear their queries and update their knowledge. It is the responsibility of Firm to date entry, preparation and finalization of financial statements, provide trainings and hand hold support to Municipal Councils up to Financial Year 2020-21.

The Firm is also expected to provide feedback to the PMC/DMA about the status of accounting reforms in each ULB at least once in a month in the prescribed manner as prescribed by DMA/PMC from time to time.

It is expected that Firm shall apprise themselves of condition of account of individual Municipal Councils while marking their bid.

### **Task II: Preparation of the Opening Balance Sheet and other activities:**

Preparation of opening balance as on 01.04.2017 or as the case may be shall be one of the major activities of the Firm. It is expected that the accrual based double entry system shall start with collection of information at the beginning of the financial year. This information shall be verified and further details collected so as to get the final and accurate status of the opening balance as on 01.04.2017 or as the case may be as early as possible and certainly before the year end accounts are finalized. Directorate of Municipal Administration, Government of Maharashtra expects that the FIRM/Successful Bidder for this assignment to accomplish:

- 1) Installation and Updation of tally ERP.9.0 latest version, if maintenance period expires.
- 2) 100% Survey and identification of all tangible and intangible and fixed assets of the ULB (either owned or under title of use or both ) as on 01 April 2017 or as the case may be, labeling and codifying each asset, preparation of fixed assets register for all Municipal Councils by FLCA and passing on the same to Municipal Councils and Project Review Committee for Approval and implementation of DEAS.
- 3) The valuation of assets as per the prescribed guidelines under Model National Municipal Asset Valuation Methodology Manual, January 2009 as issued by Ministry of Urban development. The consultant will be primary responsible for determination of rates and valuation, ensuring that they meet the requirement of accounting prudence, materiality and disclosure and are in compliance with valuation guidelines given by the Government of Maharashtra and passing on the same to Municipal Councils and Project Review Committee.
- 4) Prepare and update grant register, scheme registers, Property Tax Receivables register for the period starting from 01.04.2017 or as the case may be; List of used and unused assets of the municipality is required to be submitted by FLCA

with Fixed Assets Register and consultant has to Approve require report on self properties of the Municipal Councils.

5) Preparation of Opening Balance sheet of Municipal Councils as on 01.04.2017 or as the case may be by FLCA as per the guidelines finalized by the Project Review Committee

6) Conduct accounting under tally for newly incorporated Municipal Councils in ---- district (----Nagar Panchayats) for the period of date of their establishment to F.Y. 2020-21 and ----- ULBs (Class A, B & C) for the period from F.Y. 2017-18 to F.Y. 2020-21, that is, for total -----Municipal Councils/ Nagar Parishads/ Nagar Panchayats in this on chart of accounts, cost Centre and fund code already finalized by DMA in below Manner:

- a. Payment Voucher: all payment made to supplier, vendor should be recorded in Tally with cheque no., manual voucher no., scheme name, budget code, cost Center code, installment no, fixed assets code or other suitable information at narration or other relevant place, as agreed DISTRICT COLLECTOR, ----- District, Government of Maharashtra.
- b. Receipt Voucher: all receipt should be recorded in tally with cheque no., GRN No., nature of receipt, concerned financial year, budget code, cost Centre code and other suitable information at narration or other relevant place as agreed with DISTRICT COLLECTOR, ----- District, Government of Maharashtra.
- c. Journal Voucher: nature of journal voucher along with other relevant information should be well explained in narration. Any calculation/ working note which cannot be included in narration should be separately recorded in journal voucher file with mentioning of the same in Tally.
- d. Payroll voucher: salary, allowance, deduction, disbursal of all employees other than taken on placement basis, temporary basis should be recorded through payroll voucher only. Where individual payroll master of each employees will be created and employee wise payment will be recorded in tally.
- e. Any other voucher as discussed or required in continuation to accomplishment of objectives as mentioned above.

7) Closing of books of accounts on daily, monthly, quarterly basis as per requirement mentioned in Maharashtra Municipal Account Code 2013.

8) Conduct various reconciliation such as:

- a. Bank reconciliation: obtain certified list of all bank accounts including doormat maintained by ULB, collect bank statement form concerning bank branch after due authorization by EO and prepare bank reconciliation statement in Tally only. For any entry (e.g. bank charges, interest income)

with is not affected in book of accounts should be duly recorded in tally and manual cash book.

- b. Cash book reconciliation: it is common practice that during maintenance of cash book, cashier merges few bank accounts balance together in one cash book and it's become difficult to identify individual bank balance as per ULB's books of accounts. Maintenance of individual cash book should be promoted, however to match bank balance as per tally and bank balance as per cash book is also matching; a separate reconciliation along with certification from CO should also be prepared on monthly basis.
  - c. Loan & Advance reconciliation: Loan/advance paid to employee/ vendor should be duly recoded in manual register as well as payroll/ advance section maintained in Tally. Further disbursement or deduction should be updated on both records. Any advance outstanding from more than one year or exceeding Rs. 50,000/- should be re-confirmed in writing from beneficiaries at every six month interval. A reconciliation statement confirming balance of loan/advance as per tally and manual register should be prepared and certified on monthly basis.
  - d. Receivable Reconciliation: Reconciliation to confirm that outstanding balance as per tally and manual register is matching should be prepared on monthly basis with due certification of revenue official.
  - e. EMD/SD/PG Reconciliation: record should be updated to know exact liability to be paid in all such cases and balance as per tally and manual register should be in consent.
  - f. Grant Reconciliation and utilization certificate: normally Municipal Councils has opened separate account for each major grant. A separate such grant register is also being maintained to record all receipt and disbursal of such grants. Municipal Councils need to submit utilization Certificate on periodical basis to claim another installment as well as to declare legitimate use of previous fund. Firm will prepare a complete reconciliation to check that balance including transaction as per grant register; concerned bank accounts, and utilization certificate are in consent. Any deviation which is not feasible for rectification should be separately recorded in periodical progress report.
  - g. Any other reconciliation: as required.
- 9) Finalization of books of accounts on Annual basis as per prescribed provision and submission to Project Review Committee for Approval.
- 10) To maintain following register in addition to requirement of MMAC 2013 etc.
- Work register: to maintain records of all pending commitment, amount paid towards each Vouchers etc. as per format prescribed by DMA.

- Fixed assets register, CWIP, PTR and any other register required to be maintained by ULB, but not in practice will be created, updated and prepared by Firm.
- 11) To ensure all Statutory deduction has been made as per provision, deposited to concerned authorities and necessary Challan and return has been obtained by ULB from appointed FLCA, if any. Any deviation in compliance should be separately quoted in monthly progress report or on immediate basis for necessary redressal. Consultant will be responsible for timely statutory compliance / deviation reporting to DISTRICT COLLECTOR,-----DISTRICT, Government of Maharashtra.
  - 12) Prepare monthly progress report and submit the same to ULB/DMA/ Project Review Committee.
  - 13) Attend monthly review meeting held by DISTRICT COLLECTOR, ----- District, Government of Maharashtra with team leader and other relevant representative on mandatory basis. Any deviation in above should be well approved in advance else will be liable to penalty.
  - 14) Necessary monthly training (Theoretical/ on the job) training on batch basis (average batch size: 20 trainee) on common place of any ULB under Division with content, schedule pre- approved by DISTRICT COLLECTOR, ----- District, Government of Maharashtra.
  - 15) Conduct evaluation session/ performance test to measure efficiency on training/capacity building session in supervision of DISTRICT COLLECTOR, ----- District, Government of Maharashtra Personnel.
  - 16) Team Leader should be available during inspection visit conducted by DISTRICT COLLECTOR, ----- District, Government of Maharashtra for which an advance notice of maximum three days will be given by email. Absence during such visit may lead to compulsory deduction in input based payment.
  - 17) Compile, report other information or ancillary working as desired by DISTRICT COLLECTOR, ----- District, Government of Maharashtra towards accomplishment of intended objective.
  - 18) It should be noted that Firm has to start parallel accounting where accounting of current period will be started on immediate basis (Where opening balance can be inserted after finalization of previous years financial statement) to show real benefit of Accrual Based Double Entry Accounting System.

**Task III: Closing and Approval of Financial Statements:** firm shall take monthly review of the accounts prepared by Municipal Council and suggest remedial measures for the discrepancies that have occurred that its recurrence could be avoided. He shall also

close the account at the end of each month, quarter and year end. Yearly financial statements would be submitted and approved by the Project Review Committee.

#### **D-9 Results and Outputs:**

- 1) FAR on the basis of Survey and identification of all tangible and intangible fixed assets owned and/or in use of the ULB as on 01 April 2017 or as the case may be, proper labeling of each asset, valuation thereof as per prescribed guidelines, and preparation of Fixed Assets Register for Municipal Councils.
- 2) Prepare opening balance sheet of ULB as on 1 April 2017 or as the case may be with the valuation of assets.
- 3) Prepare and update subsidiary cash books, grant register, scheme registers, Property Tax Receivables, if not prepared by the ULB, for the period starting from 01.04.2016 or as the case may be.
- 4) Compile year-end financial statements for newly incorporated Municipal Councils (-----Nagar Panchayats) in the district for the period from date of their establishment to F.Y. 2020-21 and ----- ULBs (Class A, B & C) in the district for the period from F.Y. 2017-18 to F.Y. 2020-21. Annual financial statements include quarterly, half yearly and yearly financial statement fund wise and consolidated.
- 5) Implementing practices of financial management (including budgeting) in newly incorporated Municipal Councils (----- Nagar Panchayats) in the district for the period from date of their establishment to F.Y. 2020-21 and ----- ULBs (Class A, B & C) in the district for the period from F.Y. 2017-18 to F.Y. 2020-21, that is, for total ---- - Municipal Councils/ Nagar Parishads/ Nagar Panchayats in -----district.
- 6) The Firm and Project Management Consultant would be responsible to coordinate with Project Review Committee on matters of technical issues, contractual issues and reporting issues.

#### **D-10 Service Level Agreement:\_**

This Section indicates the suggested SLA between Chief officer, \_\_\_\_\_Name of Municipal Council/Nagar Panchayat, Government of Maharashtra, Project Management Consultant and the selected bidder for the project. SLA's are necessary to ensure the successful implementation of the Project. If the performance of the selected bidder falls below the prescribed tolerance limit, a penalty is imposed for the breach. All the payments to the selected bidder are linked to the compliance with the SLA specified in this section. This section describes the service levels to be established for the Services offered by the selected bidder. The selected bidder shall monitor and maintain the stated service levels to provide quality service.

A penalty of 1.00 % per week on the total value of contract will be levied for each day delay in submission of deliverables as per the project deliverable timelines subject to a maximum of 10 % of the contract value.

Failure of the selected bidder to agree with the Terms & Conditions of the RFP shall constitute sufficient grounds for the annulment of the award, in which event DISTRICT COLLECTOR, Government of Maharashtra may award the contract to the next best value agency or call for new proposals or invoke the PBG.

### **Work Order :**

Work Order will be issued by Signature of Chief Officer after recommendation of Review Committee. Project Review Committee will evaluate bids (Technical and Commercial) and recommendation should be provided to concerned Chief Officers of Municipal Councils and Nagar Panchayats.

### **D-11 Output, Deliverable and Payment Schedule:**

#### **1. For Nagar Panchayats:-**

Sr. No	Milestone	% of Contract Value of Concerned Nagar Panchayat	Deadline/Remark
1	Approval and Submission of Financial Statements from date of Establishment of Nagar Panchayat to 2016-17 (PHASE I)	40%	Upto 7 months from the date of Work Order
2	Approval and Submission of Financial Statements for the year 2017-18 & 2018-19 (PHASE II)	30%	Upto 12 months from the date of Work Order (that is, 5 months from end date of Phase I)
3	Approval and Submission of Financial Statements for the xyear 2019-20. (PHASE III)	15%	Upto 16 months from the date of Work Order (that is, 4 months from end date of Phase II)
4	Approval and Submission of Financial Statements for the year 2020-21 (PHASE IV)	15%	Upto 20 months from the date of Work Order (that is, 4 months from end date of Phase III)

#### **2. For Municipal Councils:-**

Sr. No	Milestone	% of Contract	Deadline/Remark
--------	-----------	---------------	-----------------

		Value of Concerned Municipal Council	
1	Approval and Submission of Financial Statements from F.Y. 2017-18 to 2018-19 (PHASE I)	50%	Upto 5 months from the date of Work Order
2	Approval and Submission of Financial Statements for the year 2019-20. (PHASE II)	25%	Upto 9 months from the date of Work Order (that is, 4 months from end date of Phase I)
3	Approval and Submission of Financial Statements for the year 2020-21 (PHASE III)	25%	Upto 13 months from the date of Work Order (that is, 4 months from end date of Phase II)

The payment shall be based on successful completion of milestones to the satisfaction of the PMC or the Review Committees set up by DISTRICT COLLECTOR. The above payments shall be made by the concerned Municipal Council as per instructions of PMC and or the Review Committees. A penalty of 1.00 % per week on the total value of contract will be levied for each day delay in submission of deliverables as per the project deliverable timelines subject to a maximum of 10 % of the contract value.

**Review Committee:** This committee would include the following:-

- 1) District Administrative Officer (DAO).
- 2) Account Officer of District Collector.
- 3) Project Management Consultant (PMC) appointed by DMA
- 4) Chief Officer of particular municipal Council.
- 5) If Any other Personnel / Expert Nominated by District Collector

This committee shall have all rights of taking decisions in this regard and its decision shall be final. This committee shall not be required to disclose the reasons for any of its decisions.

## **Section E: Technical Proposal Format & Content**

In order for District Collector to evaluate proposals fairly and completely, bidders must follow the format set out in this Tender Document and provide all information requested. To be considered, each bidder must submit a complete proposal response to the Tender Document that must, at a minimum, include the following sections and be completed and submitted in accordance with the designated section sequence and content. The proposal should provide straight forward, concise answers and descriptions of the bidder's ability and resources to meet the requirements of the

Tender Document. The proposal must also give a clear description of the bidder's approach towards management of this project and methodology to be utilized.

### **Contents of Technical Proposal**

TECH-1: Technical Proposal Submission form

TECH-2A: Consultant's Organization

TECH -2B: Consultant's Experience

TECH-3: Comments and Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be provided by the Client

TECH -4 Description of Approach, Methodology and work Plan for Performing the Assignment

TECH-5: Team Composition, Task Assignments and Summary of CV Information

TECH-6: Curriculum Vitae (CV) for proposed Experts

TECH-7: Personnel Schedule

TECH-8: Work plan/ Schedule

TECH-9: Bid Covering Letter Format

TECH-10: No Deviations Format

TECH-11: Bidder's General Information Format

TECH-12: Format for Letter of Authorisation

**Form Tech 1: Technical Proposal Submission Form**  
**(The printout of this letter is to be taken on letter head of bidder)**

Dated:

To,  
**The District Administrative Officer,**  
Insert address

**Subject: Technical Proposal for “Implementation of Accrual Based Double Entry Accounting System at ----- newly incorporated Municipal Councils & other ----- Municipal Councils in -----District (Insert name of District) of Municipal Councils in Maharashtra.**

Dear Sir/ Madam:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] 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 sealed under a separate envelope.

We ——(name of lead party) are submitting our Proposal in association / Joint Venture with (second party). 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, i.e., before the date indicated in the Data Sheet, we undertake to negotiate on the basis of the proposed personnel. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in the data Sheet. We undertake that we have not taken any action which is or constitutes a corrupt or fraudulent practice; and agreed to allow the Client, at their option, to inspect and audit all accounts, documents, and records relating to the Consultant's Proposal and to the performance of the ensuring Consultant's Contract.

We undertake that the information and documents provided in the technical proposal are true and have not been altered. If any information/document are found false or altered, the employer may take suitable action against the consultant.

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

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

FORM TECH -2A: Consultant's Organization

*[Provide here a brief (two pages) description of the background and organization of the Consultant.]*

<b>Name of the Consultant</b>	
<b>Address of Head Office</b>	
<b>Address of Branch Office</b>	
<b>Year of Establishment and No. of Years</b>	
<b>Contact Details</b>	
<b>PAN No. of Firm</b>	
<b>Firm Registration No.</b>	
<b>Goods &amp; Service Tax Registration No.</b>	
<b>Annual turnover of firm in last three years</b>	
<b>Net worth of the Firm</b>	
<b>Current Contract Commitment of Firm</b>	
<b>No. of Partners in the firm</b>	
<b>No. of FCA Partners</b>	
<b>Experience of the firm in similar assignments</b>	
<b>Any award received by your firm</b>	

\*Supporting document should be attached for relevant details.

**FORM TECH -2B: CONSULTANT'S EXPERIENCE**

*[The following information should be provided in the format below for each reference assignment for which your firm, either individually or as Partnership Firm within a consortium, was legally contracted by the Employer stated below.]*

Assignment name :	Approx. value of the contract [INR]:
Country: Location within country:	Duration of assignment [months]:
Name of Client :	Total Numbers of person of assignment:
Address:	Approx. value of the services provided by your firm under the contract [in]
Start date (month /year ): Completion date (month/year):	Number of professional person-months provided by the joint venture partners or the Sub-Consultants :
Name of joint venture partner or sub – Consultants, if any for the assignment :	
Name of senior regular / full time employees of the firm involved and functions performed (indicate most significant profiles such as Project Director / Coordinator, Team Leader):	
Narrative description of Project:	
Description of actual services* provided in the assignment:	

*\*[Copy of work order or completion certificate from Employer should be furnished]*

Firm's Name :

Signature of Authorized Representative:

**FORM TECH -3:Comments and Suggestions on the Terms of Reference and on Counterpart****Facilities to be Provided by the Client**

### FORM TECH -3A: On the Terms of Reference

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

1.

2.

3.

4.

5.

..

### FORM TECH -3B: On Counterpart Staff and Facilities

*[Comment here on counterpart staff and facilities to be provided by the Client including administrative support, office space, local transportation, equipment, data, etc.]*

1.

2.

3.

### **FORM TECH -4: Description of Approach, Methodology and Work Plan for Performing the Assignment [As per the details mentioned in the NARRATIVE EVALUATION CRITERIA]**

*Technical Approach and Methodology, Work Plan Organization and Personnel,*

- A. Technical Approach and Methodology : *In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, 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. Work Plan : *In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here . The work plan should be consistent with the Work Schedule of Form TECH -8*
- C. Organization and Personnel : *In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible and proposed technical and support personnel.*

## FORM TECH -5 TEAM COMPOSITION, TASK ASSIGNMENTS AND SUMMARY OF CV INFORMATION

### Team Leader and Key Professionals

Surname, First Name	Firm Acronym	Area of Expertise	Position Assigned	Take Assigned	Employment / Status with Firm (full-time* /other)	Education/ Degree (Year /Institution)	No. of years of relevant project experience	CV signature (by expert/ by other)

\* Personnel will be considered full time if he is working with the consultant on payroll for minimum 12 months as on date of submission of bid Support

Sr. No	Surname, Name	Position	Task Assignment

## FORM TECH -6 CURRICULUM VITAE (CV) FOR PROPOSED EXPERTS

*[Summary of CV: Furnish a summary of the above CV. The information in the summary shall be precise and accurate. The information in the summary will have bearing on the evaluation of the CV]*

- 1 Proposed Position *[only one candidate shall be nominated for each position]:*
- 2 Name of firm *[Insert name of firm proposing the expert]:*
- 3 Name of Expert *[Insert full name]:* \_\_\_\_\_
- 4 Date of Birth: \_\_\_\_\_ Citizenship: \_\_\_\_\_
- 5 Education *[Indicate college/ university and other specialized education of expert, giving names of institutions, degree obtained, and dates of obtainment]:*
- 6 Membership of Professional Associations: \_\_\_\_\_
- 7 Other Training *[Indicate significant training since degree under 5-Education were obtained]:*
- 8 Publication: *[List of details of major technical reports/papers published in recognized national and international journals]*
- 9 Languages *[For each language indicate proficiency: good , fair, or poor in speaking, reading, and writing]:*
- 10 Employment Record *[Starting with present position, list in reversed order, every employment held. List all positions held by staff member since graduation, giving dates, names of employing organization, title of positions held and location of assignments. For experience period of specific assignment must be clearly mentioned, also give Employer references, where appropriate.]:*  
From [year]: \_\_\_\_\_ To [year]: \_\_\_\_\_

Employer:

Positions held:

11A. Detailed Tasks Assigned *[List all tasks to be performed under this assignment]*

11B. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned *[Among the assignments in which the expert has been involved, indicate the following information for those assignments that best illustrate the expert's capability to handle the tasks listed under point 11.]*

Name of assignment or project:

Year:

Location: \_\_\_\_\_

Client:

Main project features:

Positions held:

Activities performed: \_\_\_\_\_

12. Certification:

I, the undersigned certify to the best of my knowledge and belief that:

- i. This CV correctly describes my qualifications and my experience.

- ii. I am not employed by the Executing/ Implementing Agency.
- iii. I am /I am not in regular full-time employment with the Consultant / Sub-Consultant.]
- iv. In the absence of medical incapacity, I will undertake this assignment for the duration and in terms of the inputs specified for me in the Personnel Schedule in Form TECH-6 provided team mobilization takes place within the validity of this proposal or any agreed extension thereof .
- v. *I am willing to work on the project and I will be available for entire duration of the project assignment and I will not engage myself in any other assignment during the currency of this assignment on the project.*
- vi. I, the undersigned, certify that to the best of my knowledge and belief, this bio-data correctly describes myself my qualification and my experience.  
I am committed to undertake the assignment within the validity of Proposal.
- vii. I did not write the terms of reference forth is consulting services assignment.  
I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.  
Date: [Day/Mont/Year]

*[Signature of expert or authorized representative of the firm]\**

Full name of authorized representative:

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\*This CV can be signed by a senior representative of the Consultant provided that if the Consultant's proposal is ranked first, a copy of the CV signed by the expert and / or specialist must be submitted to the Client prior to the commencement of contract negotiations.

FORM TECH -7 PERSONAL SCHEDULE1

No.	Name of Expert/Position	Professional Expert input (in the form of a bar chart)														Total person-months Input		
		1	2	3	4	5	6	7	8	9	10	11	12	n		Filed2	Total	
<b>Expert</b>																		
1		(Filed)																
2																		
3																		
n																		
										Subtotal								
<b>Support staff</b>																		
1		(Filed)																
2																		
n																		
										Subtotal								
										Total								

- 1 Months are counted from the start of the assignment. For each expert indicate separately the input for home and Fieldwork.
- 2 Filed work means work carried out at project / ULB office or in the project area.

[illegible]

1. Indicate all main activities of the assignment, including delivery of reports/ deliverables as per Terms of Reference & Scope of Work (e.g.: inception, interim, and final reports) and other benchmarks such as Client approvals. For phased assignments 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 9 : BID COVERING LETTER FORMAT**

To:  
DAO,  
INSERT ADDRESS.

Subject: Selection of Chartered Accountants firm / Limited Liability Partnership (LLP) for Double entry Accounting statements of F.Y. as prescribed in RFP OF MUNICIPAL CONCILS/NAGAR PANCHAYATS.

Dear Sir,

We, the undersigned, offer to provide services to DISTRICT COLLECTOR, Government of Maharashtra with reference to your Request for Proposal dated <dd/mm/yyyy> and our Proposal. We are hereby submitting our Pre-qualification bid.

We have enclosed the following information/ documents for the proof of our firms fulfillment of Pre-Qualifying Criteria

Sr. No.	Description/ name of document	Page No.
1		
2		
...		

We hereby declare that all the information and statements made in this Pre-qualification bid are true and accept that any misinterpretation contained in it may lead to our disqualification. We agree to abide by all the terms and conditions of all the volumes of this RFP document. We would hold the terms of our proposal valid for the number of days as stipulated in the RFP document.

Yours sincerely,  
(Authorized Signatory)

Signature:

Name:

Designation:

Address:

Seal:

Date:

## **FORM TECH 10 : NO DEVIATIONS FORMAT**

This is to certify that our offer is exactly in line with your tender enquiry/RFP (including amendments) no. \_\_\_\_\_ dated <<dd/mm/yyyy>>. This is to expressly certify that our offer contains no deviation either Technical or Commercial in either direct or indirect form.

Yours sincerely,  
(Authorized Signatory)

Signature:

Name:

Designation:

Address:

Seal:

Date:

## FORM TECH 11 : BIDDER'S GENERAL INFORMATION FORMAT

S. No.	Item	Bidder's Response
1.	Bidder Name / Name of the Firm / LLP	
2.	Year Established / Experience of the firm/LLP	
3.	Headquarter/ Head Office Address of Bidder along with contact details (e-mail and telephone numbers)	
4.	No. of Branches of the Firm With Detailed Addresses and Date of Opening of the Branches	
5.	Website/s	
6.	PAN of Bidder With Photo Copy	
7.	GST Registration No. With GST Registration Certificate	
8.	Contact Name of Authorised Signatory	
9.	Position of Authorised Signatory	
10.	Contact details of the authorised signatory	
11.	Status of the Firm C& AG empanelled CA Firm / C& AG empanelled LLP for Major Audit (C&AG Empanelment Number with Copy)	
12.	ICAI Registration No. With copy of firm's registration Certificate with ICAI with mention of years of firm's existence as per ICAI certificate	
13.	Names of C.As. with the Firm /LLP	
14.	Names of FCA partners with the Firm along with their Membership Nos. issued by ICAI and their dates of associations with the Firm/LLP	
15.	Names of ACA partners with the Firm along with their Membership Nos issued by ICAI and their dates of associations with the Firm/LLP	
16.	Names of CA employees with the Firm and their dates of associations with the Firm/LLP	
17.	Turnover of the Firm in last 3 Years 2016-17 2017-18 2018-19	
18.	Details of Professionals the bidder will provided for this project and their qualifications with their Curriculum Vitae	

Yours sincerely,  
(Authorized Signatory)

Signature:

Name:

Designation:

Address:

Seal:

Date:

## FORM TECH 12 : FORMAT FOR LETTER OF AUTHORISATION

(The printout of letter of Authorization shall be taken on the letterhead of the bidder)

To,  
**INSERT Adress of District Collector**

Shri \_\_\_\_\_ domiciled at \_\_\_\_\_  
\_\_\_\_\_ (Address), acting as \_\_\_\_\_

(Designation and name of the firm), and whose signature is attested below, is hereby Authorized on behalf of to negotiate and settle terms and conditions, finalize, approve, sign and execute agreements, documents, endorsements, writings etc. as may be required by District Collector for the work of appointment of Chartered Accountants for implementation of Accrual Based Double Entry Accounting System in all Nagar Panchayats/ Municipal Councils in -----District in Maharashtra.

(Attested Signature of Shri. \_\_\_\_\_)

\_\_\_\_\_  
Name of the Designated Person

\_\_\_\_\_  
Signature of the authorized Person

\_\_\_\_\_  
Name of the Prospective Firm/Leader

## Section F: Commercial Bid Format

To:

DISTRICT COLLECTOR,

Insert Address.

**Subject: Subject: Financial Proposal for Appointment of Field Level Chartered Accountants for Implementation of Double Entry Accounting System on Accrual basis in Nagar Panchayats and Municipal Councils of District (insert name of District) Maharashtra.**

Dear Sir/Madam,

We, the undersigned, offer to provide our Services for <<insert name of assignment>> in accordance with your Request for Proposal No. <> dated <<Date>> and our Proposal. Our attached Commercial Bid is for the amount as specified in the below table, Bid price/ Fee (inclusive of TA/DA/OPEs & all Taxes (Central & State) for for Implementation of Double Entry Accounting System on Accrual basis in----- Nagar Panchayats and----- Municipal Councils of District (insert name of District) Maharashtra.

**Name of District:**

Sr. No.	Name of Nagar Panchayat/ Municipal Council in ----- District	Financial Bid in Rs. Per Nagar Panchayat/ Municipal Council of ----- District
1		
2		
3		
4		
5		
<b>Total</b>		

(Please insert rows for number of Nagar Panchayats/ Municipal Councils in the District)

Consolidated Fee for for Implementation of Double Entry Accounting System on Accrual basis in Nagar Panchayats and Municipal Councils of District (insert name of District), Maharashtra.	Rs. ----- --/-	In Words ( Rs. ----- ----- -----
---	-------------------	--

Note – Income Tax & GST & Other applicable Taxes will be deducted from all the yearly bills & Final Bills at prevailing rates. Additional Security charges will be paid after completion report of each and every task of this assignment

## 2. PRICE AND VALIDITY

- a. All the prices mentioned in the bid are in accordance with the terms as specified in the RFP documents. All the prices and other terms and conditions of this Bid are valid for a period of 180 calendar days from the date of opening of the Bid.
- b. The bid price/ fee would remain firm and valid for the concern financial years.
- c. We hereby confirm that our prices exclusive of all applicable taxes.
- d. Total Cost is inclusive of all Travel Allowance, Daily Allowance and Out of Pocket Expenses. No other expenses would be reimbursed by the department.
- e. We understand that the actual payment would be made as per the existing tax rates during the time of payment.
- f. Payment shall be made as per payment schedule.

## 1. BID PRICE

We declare that our Bid Price is for the entire scope of the work as specified in this RFP. Our bid prices are mentioned in the submitted Commercial Bid.

## 2. PERFORMANCE BANK GUARANTEE

We hereby declare that in case the contract is awarded to us, we shall submit the Performance Bank Guarantee as specified in the Annexure 5 of this RFP document.

Our Commercial Bid shall be binding upon us subject up to expiration of the validity period of the Proposal.

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

We hereby declare that our bid is made in good faith, without collusion or fraud and the information contained in the bid is true and correct to the best of our knowledge and belief.

Thanking you,

(Authorized Signatory)

Signature:

Name:

Designation:

Address:

Seal:

Date:

(The printout of letter of Authorization shall be taken on the letterhead of Chartered Accountant)

**To,**  
**INSERT Address of District Collector**

Dear Sir,

Sub :Turnover Certificate for participation in Tender

This is to certify that turnover of M/s \_\_\_\_\_ (Name & Address) during the previous three Financial years is as below:

<b>Financial Year</b>	<b>Turnover (In Rupees)</b>
2016-17 (Actual)	
2017-18 (Actual)	
2018-19 (Actual)	

This is further certified that the above Turnover is in line with the Turnover declared by the Firm in their Income Tax Returns filed under PAN No: \_\_\_\_\_

Place :

Date :

SEAL

Signature

**ANNEXURE 2 : CITATIONS FORMAT**

Sr. No.	Name of Nagar Panchayat/ Municipal Council/any other state govt. organization.	Name of order Issuing Authority	Date of Work Order

### Annexure 3 - Pre Bid Queries format

S. No.	Page No.	RFP Clause Reference	RFP Clause Extract	Query by the bidder
1.				
2.				
3.				
4.				
...				

Thanking you,  
(Authorized Signatory)

Signature:

Name:

Designation:

Address:

Seal:

Date:

## Annexure 4 - Format of Performance Bank Guarantee

### PERFORMANCE BANK GUARANTEE

(To be stamped in accordance with Stamp Act)

The non-judicial stamp paper of at least INR 100 should be in the name of issuing Bank

Ref.....

Bank Guarantee No.....

Date.....

To  
DAO,  
Insert Address,

Respected Sir,

1. In consideration of the DAO, Government of Maharashtra, (hereinafter referred to as the 'Owner' which expression shall unless repugnant to the context or meaning thereof include its successors, administrators and assigns) having awarded to M/s..... with its Registered/Head office at ..... (hereinafter referred to as the "Contractor" which expression shall unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns), a Contract by issue of Notification of award No..... dated ..... and the same having been acknowledged by the Contractor, resulting in a Contract, bearing No..... dated.....valued at.....for..... (scope of Contract) and the Contractor having agreed to provide a Contract Performance Guarantee for the faithful performance of the entire Contract not exceeding Rs. .... (in words & figures).
2. We.....(Name & Address of Bank Branch) having its Head office at ..... (hereinafter referred to as the 'Bank', which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns) do hereby guarantee and undertake to pay the amounts due and payable under this guarantee without any demur, reservation, context, recourse or protest and/or without any reference to the Contractor merely on a demand from the Owner stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the Owner by reason of breach by the said Contractor(s) of any of the terms or conditions contained in the said Agreement or by reason of the Contractor(s)' failure to perform the said Agreement. Any such demand made on the Bank shall be conclusive and binding notwithstanding any difference between the Owner and the Contractor or any dispute pending before any Court, Tribunal, Arbitrator or any other authority. We agree that the guarantee herein contained shall be irrevocable and shall continue to be enforceable till the Owner discharges this guarantee.
3. The Owner shall have the fullest liberty without affecting in any way the liability of the Bank under this guarantee, from time to time to extent the time for performance of the Contract by the Contractor. The Owner shall have the fullest liberty, without affecting this guarantee, to postpone from time to time the exercise of any powers vested in them or of any right which they might have against the Contractor, and to exercise the same at any time in any manner, and either to enforce or to forbear to enforce any covenants, contained or implied, in the Contract between the Owner and the Contractor or any other course or remedy or security available to the Owner. The Bank shall not be released of its obligations under these presents by any exercise by the Owner of its liberty with reference to the matters aforesaid or any of them or by reason of any other act of omission or commission on the part of the Owner or any other indulgences shown by the Owner or by any other matter or thing whatsoever which under law would, but for this provision have the effect of relieving the Bank.
4. The Bank also agrees that the Owner at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance without proceeding against the Contractor and notwithstanding any security or other guarantee the Owner may have in relation to the Contractor's liabilities.

5. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s)/Service Provider(s).

6. Notwithstanding anything contained hereinabove:

(1) Our liability under this guarantee is restricted to Rs. .... (in words & figures).

(2) This Bank Guarantee will be valid up to .....; and

(3) We are liable to pay the guarantee amount or any part thereof under this Bank Guarantee only upon service of a written claim or demand by you on or before .....

In witness where of the Bank, through its authorized officer, has set its hand and stamp on this.....day of.....2019 at.....

WITNESS

Signature

Signature

Name

Name

Official Address

Designation with Bank Stamp

Attorney as per Power of Attorney No.....

Dated.....