

Directorate of Urban Administration & Development, Bhopal



**Request for proposal For
Empanelment of Chartered Accountants' Agency/Firm for ULBs (Urban Local Bodies)
Audit as per Municipal Accounting system
(NIT No.: 240 Dated: 03th January 25 2023)**



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Disclaimer

The Directorate, Urban Administration and Development (UADD), Bhopal has prepared this Request for Proposals (RFP) to "Empanelment of Chartered Accountants' Agency/Firm for ULBs (Urban Local Bodies) Audit as per Municipal Accounting system". The RFP is a detailed document with specifies terms and conditions on which the bidder is expected to work.

UADD has taken due care in preparation of information contained herein which may or may not be exhaustive or accurate.

The Bidder acknowledges that prior to the execution of this Agreement; the Bidder has after a careful examination, made an independent evaluation of the Request for Proposals, Scope of the Project, and all information provided by the UADD.

The Parties agree that any mistake or error in or relating to any of the matters set forth in above paras shall not vitiate this Agreement, or render it voidable.

In the event that either Party becomes aware of any mistake or error relating to any of the matters set forth in above paras, that Party shall immediately notify the other Party, specifying the mistake or error; provided, however, that a failure on part of the UADD to give any notice pursuant to these paras shall not prejudice the disclaimer of the UADD contained in above paras and shall not in any manner shift to the UADD for any risks assumed by the bidder pursuant to this document.

Except as otherwise provided in this document, all risks relating to the Project shall be borne by the bidder and the UADD shall not be liable in any manner for such risks or the consequences thereof.

Table of Contents

Contents

1.	Introduction and Background	12
2.	Selection, Evaluation & Empanelment Process	13
3.	Bid Data Sheet	14
4.	Eligibility / Qualification Criteria	14
4.1	Pre-Qualification cum Technical Qualification Criteria	14
5.	Scope of work	16
6.	Allotment of Work Within Empaneled Agencies	18
7.	Instruction to Bidders	19
7.1	Earnest Money Deposit (EMD)	19
7.2	Performance Security	19
7.3	Sale of Bidding/ Tender Documents	19
7.4	Pre-bid Meeting/ Clarifications	19
7.5	Changes in the Bidding Document.....	20
7.6	Period of Validity of Bids	20
8.	Submission of Proposal	21
8.1	Proposal Submission	21
8.2	Cost & Language of Bidding	22
8.3	Alternative/ Multiple Bids	22
8.4	Instructions for Online Bid Submission	22
9.	Opening of Proposals	24
9.1	Proposal Evaluation.....	24
9.2	Preliminary Evaluation	24
9.3	Evaluation of Financial Proposal	25
9.4	Exclusion of Proposal/Disqualification	25
9.5	Information and Publication of Award	26
9.6	UADD's Right to Accept OR Reject any OR All Proposals.....	26
9.7	Selection of Firm	26
9.8	Late Proposal	26
9.9	Cancellation of Tender Process	26
9.10	Interference with Tender Process.....	27
9.11	Debarment from Bidding	27
9.12	Monitoring of Contract	27
9.13	Corrupt/Fraudulent Practices.....	27
9.14	Sub-Contracting	28
9.15	Withdrawal, Substitution, and Modification of Bids.....	28

9.16	Clarification of Bids	28
9.17	Information and publication of award	28
9.18	Procuring entity's right to accept or reject any or all Bids.....	29
9.19	Execution of agreement.....	29
9.20	Confidential Information	29
9.21	Verification of Eligibility Documents by UADD	29
9.22	Issuance of Work Order under Empanelment/Rate Contract	30
10.	General Terms and Conditions of Proposal & Contract.....	31
10.1	Signing of Contract	31
10.2	Execution of agreement.....	31
10.3	Failure to agree with the "Terms and Conditions" of the Tender	31
10.4	Contract Documents.....	31
10.5	Governing Law	31
10.6	Recoveries from Firm.....	31
10.7	Taxes & Duties	32
10.8	Copyright	32
10.9	Force Majeure	32
10.10	Termination	33
10.11	Termination for Default	34
10.12	Termination for Insolvency	34
10.13	Termination for Convenience.....	34
10.14	Settlement of Disputes or arbitration.....	35
10.15	Other Conditions	35
10.16	Limitation of Liability.....	36
10.17	Exit Management on Contract Completion/Termination:.....	36
11.	Special Terms and Conditions of Tender & Contract.....	38
11.1	Period of empanelment.....	38
11.2	Payment Terms	38
11.3	Deliverable & associate Penalty.....	38
12.	ANNEXURES	40
12.1	Annexure-1: Pre-Bid Queries Format.....	40
12.2	Annexure-2: Bid Cover Letter	41
12.3	Annexure-3: Agency/ Company information.....	42
12.4	Annexure-4: Financial Proposal Format	43
12.5	Annexure-5: Self-Declaration	48
12.6	Annexure-6: CA Certificate format for Turnover (Indicative).....	50
12.7	Annexure-7- Indicative Format for POWER OF ATTORNEY FOR SIGNING OF PROPOSAL.....	51
12.8	Annexure-8- Division wise ULBs details	52

12.9	Annexure-9- Cluster wise ULBs Details	66
12.10	Annexure-10- Undertaking Regarding Local Office.....	67

DIRECTORATE, URBAN ADMINISTRATION AND DEVELOPMENT, BHOPAL**Notice Inviting Tenders (NIT)**

NIT No- 240

Date: 03-01-2025

Directorate, Urban Administration and Development (UADD), Bhopal invites Bids from eligible Bidders for the Project/Work(s) detailed in the following table. The Bidders shall submit Bids on “**Item rate Basis**” for all of the following Project/Work(s):

S. No.	Work	Earnest Money Deposit (EMD) in (INR)	Cost of Bid Document in (INR)	Project Duration
1	RFP for “Empanelment of Chartered Accountants' Agency/Firm for ULBs (Urban Local Bodies) Audit as per Municipal Accounting system”	30000/-	₹ 5000.00 + Processing Fees (Non-Refundable)	2 Year

- Detailed NIT & Bid Documents can be seen at the website <https://www.mptenders.gov.in/> and can be downloaded from the same.
- The Bid Documents can be purchased only online from **03/01/2025 to 30/01/2025 on 17:00 Hrs.**
- Any subsequent addendum/ corrigendum shall be published only at website <https://www.mptenders.gov.in/>

Additional Commissioner
Directorate, Urban Administration and Development
Bhopal, Madhya Pradesh

DEFINITIONS

In absence of availability of definitions in the foregoing references, the capitalized terms shall be interpreted in accordance with the Government of India Guideline or any other relevant law, rule or regulation prevalent in India, as amended or re-enacted from time to time, in that order;

"Bid" shall mean Technical Bid and Financial Bid submitted by the Bidders, in response to this RFP, in accordance with the terms and conditions thereof;

"Bidder" for the purpose of the RFP, shall mean „Bidding Entity' (including its permitted successors and legal assigns subject to fulfilment to conditions given in 'RFP') which meets the Qualification Requirements/Eligibility Criteria as specified in the 'RFP 'and has been allowed by UADD based on its Response to 'RFP' for submission of Bid.

"Bidding Company" for the purpose of the RFP, shall refer to such single person/ company/ firm/agency etc. (including its permitted successors and legal assigns subject to fulfilment of conditions as given in 'RFP')which meets the Qualification Requirements/eligibility criteria for submission of Bid;

"Bidding Guidelines" shall mean the procedure methodology/prescribed herewith in RFP for calling the proposal, selection and finalization of successful bidder for carrying out agreement for execution of the project;

"Bid Deadline" shall mean the last date and time for submission of proposal in response to this RFP, specified herewith;

"Bid Price" shall mean the sum total of Rates quoted by the Bidder in respect of each line item mentioned in the BOQ provided. Rates as mentioned herein shall mean the price of each line item multiplied by number of units of a line item.

"Contract Period" shall mean entire period of Project commencing from the date of issuance of LoA and ending on the date of the completion of certified by the UADD and shall include the completion/ implementation period; and it can be extended based on the site situations after the mutual understanding of Successful Bidder and Authority.

"Performance Bank Guarantee" shall have the meaning as the interest free Performance Security, in the form of an irrevocable & unconditional Bank Guarantee from a Scheduled Bank in the Prescribed format given herein and has to be submitted within fifteen days (15) from the day of issue of LoA/LOI, with the validity up to Three (3) Month beyond the end of the Contract Period.

"Evaluation Committee" shall mean the Procurement Committee of UADD or sub-committee constituted by UADD, Bhopal for carrying out the evaluation of Technical Bid of the bidders as per the details elaborated in the RFP

"Financial Bid" shall mean, the Bidder's Financial Quote on Item Rate basis of Estimated Project Cost, including the all Charges as defined herein the RFP.

"Letter of Award" or **"LoA"** shall mean the letter to be issued by UADD to the Successful Bidder, who has been identified as the Selected Bidder or prospected bidder after the process given in the RFP for awarding the project for its execution;

"UADD" shall mean Directorate of Urban Administration & Development, Bhopal or its authorized representative for carrying out the process for selection of 'Successful Bidder' or 'Selected Bidder' as defined in this RFP and to execute the Agreement to carry out the Project as per terms of the Agreement and RFP;

"Project" or "The Project" shall mean the work of "Empanelment of Chartered Accountants' Agency/Firm for ULBs (Urban Local Bodies) Audit as per Municipal Accounting system" as Per terms of the Agreement and RFP;

"Successful Bidder" or "Selected Bidder" or "Agency" or "Firm" shall mean the Bidder selected pursuant to this RFP for the execution of the Project as per the terms and conditions of this RFP Document.

Abbreviations

Authorized Signatory	The proposer's representative/ officer vested (explicitly, implicitly, or through conduct) with the powers to commit the authorizing organization to a binding agreement. Also called signing officer/ authority having the Power of Attorney (PoA) from the competent authority of the respective agency.
Bidder/ Legal Entity	Entity bidding as a response to this RFP
UADD	Directorate, Urban Administration and Development
Competent Authority	An authority or officer to whom the relevant administrative or financial powers have been delegated for taking decision in a matter relating to procurement.
RFP	Request for proposal for Empanelment
Day	A calendar day as per GoMP/ Gol.
Gol/ GoMP	Govt. of India/ Govt. of Madhya Pradesh
HR	Human Resource
INR	Indian Rupee
IT	Information Technology
JD	Job Description
CV	Curriculum vitae
NIT	Notice Inviting Tender
Notification	A notification published in the Official Gazette
PAN	Permanent Account Number
GST	Goods and Service Tax
EPF	Employee Provident Fund
ESI	Employee State Insurance
PC	Procurement/ Purchase Committee
Proposal	A formal offer made in pursuance of an invitation by UADD and includes any tender, proposal or quotation
Proposer	Any person/ agency/ company/ contractor/ supplier/ agency participating in the procurement/ RFP process with the procurement entity
Agency	Any Firm / agency/ company/ contractor/ supplier participating in the procurement/ RFP process with the procurement entity
Tender Process	The process of procurement extending from the issue of invitation to proposals till the award of the procurement contract or cancellation of the Tender Process, as the case may be
EMD	Earnest Money Deposit
PBG	Performance Bank Guarantee
Lol	Letter of Intent
ULBs	Urban Local Bodies
WO/ PO	Work Order/ Purchase Order

Bid Data Sheet

Particular	Details
Name of the Client	Directorate, Urban Administration and Development (UADD), Bhopal, Madhya Pradesh
Address and Concerned person for Correspondence	Commissioner, UADD, Palika Bhavan, Main Rd 1, No 6 Locality, Palika Bhavan, Shivaji Nagar, Bhopal, Madhya Pradesh, Pin- 462016, Bhopal
Bid Evaluation Criteria (Selection Method)	The selection will be done through Least Cost Selection process (L1). Technically qualified bidder with least cost will be qualified for empanelment.
Eligibility Criteria	As detailed in RFP
Purchase of Tender Start Date	03-01-2025
Bid Submission start Date	06-01-2025, 11:00 A.M.
Last Date of Bid Submission	30-01-2025 05:00 PM
Last date, time and email address to send the Pre-bid queries	Pre-bid queries should be submitted before 15.01.2025 till 05:30 pm (Any query submitted after this will not be considered) to email id uaddtenders@mpurban.gov.in Pre-bid queries should be submitted as per the format given in Annexure -1
Pre-bid meeting	16.01.2025 12:00 Noon at UADD office
Cost of document	Rs. 5000.00 + Processing Fees (non-refundable) to be paid online through the e-procurement portal.
EMD / Bid Security Amount	Rs. 30000.00 /- only to be paid online through e-procurement portal. EMD in form of Bank guarantee not acceptable.
Date and time for opening of Technical Proposal	31-01-2025, 05:15 PM.
Date and time for opening of Financial Proposal	The date and time would be communicated to the qualified bidders
Performance Bank Guarantee	The successful bidder shall be required to submit performance guarantee of an amount Rupees 500000/- (INR) in the form of Performance Bank Guarantee (PBG) for the engagement period plus 90 days., in the form of bank guarantee with UADD.
Method of submission of Proposal	Only through e-Procurement portal of UADD (website https://www.mptenders.gov.in/)
Validity of Bids	Minimum 180 days from the due date of submission of proposal as mentioned in this TENDER or the subsequent corrigendum (if any)
Project Duration	2 Year
Submission Hardcopy of Bid	Only at the request of UADD

Note:

1. Bidders (authorized signatory) shall submit their offer on-line in electronic formats both for technical and financial proposal. The Technical Bid or Financial Bid shall not be submitted in physical form. However, for the purpose of examination and review at any stage of the Project, the UADD reserves the right to summon the original or truly certified copy of any document submitted by any Bidder in its Bid.
2. Tender document can be viewed/ downloaded from the website <https://www.mptenders.gov.in/> Bidder has to submit the processing fee and other applicable fee (if any) with tender only.
3. Any further corrigendum/ addendum shall be uploaded on the <https://www.mptenders.gov.in/>
4. UADD will not be responsible for delay in online submission due to any reason. For this, bidders are requested to upload the complete bid well advance in time so as to avoid technical and last-minute issues like slow speed; chocking of website due to heavy load or any other unforeseen problems.
5. The procuring entity reserves the sole right to cancel the bid process and reject any or all of the Bids without assigning any reason.
6. Procurement entity disclaims any factual/ or other errors in the bidding document (The onus is purely on the individual bidders to verify such information) and the information provided therein are intended only to help the bidders to prepare a bid-proposal.
7. No conditional bids shall be accepted and such bids shall be summarily rejected forthwith.
8. The UADD reserves the right to reject any or all offers without assigning any reason. The UADD reserves the right to change the schedule mentioned above or elsewhere mentioned in the document, which will be communicated by placing the same as corrigendum on the MP E tender portal. The copy of this document may be downloaded from the MP E Tender Portal.

1. Introduction and Background

1.1 About UADD

The rate of urbanization in Madhya Pradesh is increasing rapidly, urban population in Madhya Pradesh is expected to increase up to 35% of total population by 2026.

Urban Local bodies in Madhya Pradesh provide the multiple services to citizens i.e. birth/death certificate, marriage certificate, property & water tax collection, Garbage collection, Trading and hoarding license, Building permission etc.

Urban Administration and development is directorate of all urban local bodies in Madhya Pradesh. The Directorate, Urban Administration and Development (UADD) functions as an interface between the State Government and ULBs, which function directly under the Urban Development & Housing Department or Directorate, Urban Administration & Development.

1.2 Objective of this RFP

The purpose of this Request for Proposal (hereafter referred to as "RFP") is to improve the financial governance by the "Empanelment of firm for ULBs Financial Audit". This RFP contains details regarding scope, project timelines, evaluation process, terms and conditions as well as other relevant details which bidder needs to factor while responding to this RFP. The main scope of work is to financial audit of Urban local bodies as per municipal Accounting framework and prevailed rules and law.

1.3 Due Diligence

The Bidders are expected to examine all instructions, terms and condition stated in this RFP. The Bid shall be deemed to have been submitted after careful study and examination of this RFP document. The Bid should be precise, complete and in the prescribed format as per the requirement of this RFP document. Failure to furnish all information or submission of a bid not responsive to this RFP will be at the Bidders' risk and may result in rejection of the bid. The decision of UADD on rejection of bid shall be final.

It will be incumbent upon each Bidder to fully acquaint itself with the existing conditions, and other relevant factors of Project, which would have any effect on the performance of the contract and/ or the cost. The Bidders are advised to do due-diligence should be conducted before the Bidding.

2. Selection, Evaluation & Empanelment Process

2.1 Selection & Evaluation Process

UADD shall constitute a Tender Evaluation Committee to evaluate the responses of the Bidders. The Tender Evaluation Committee shall evaluate the responses to the RFP and all supporting documents/documentary evidence. The method of selection is Least Cost Selection (L1), Technically qualified bidders with least cost will be selected for empanelment as per RFP clauses.

- The date and time for opening of Technical Bid is specified in the bidding schedule and that of the Financial Bid would be communicated at respective stages to eligible Bidders.
- The Financial Bids of only those Bidders will be opened who clears the Pre-Qualification cum Technical Qualification criteria.
- Technically Qualified Bidders shall be ranked L1, L2, L3, etc. on the basis of Financial Evaluation

2.2 Process of Empanelment

1. The Bidder having the lowest Grand Total Cluster wise (as per the table of Financial Bid) shall be considered as L1 in a particular Cluster. For each cluster L1 will be calculated.
2. UADD would empanel up to 3 eligible firm (including L1) in each Cluster, those who are agree to match all-line items rates as L1 rates. For empanelment, the acceptance of L1 rates by L2 or subsequent bidders shall tantamount to matching of all the line items rates of L1.
3. Bidder(s) who agree to accept the option may be consider for empanelment. In case a bidder refuses to match the rates, then bidder shall not be empaneled.
4. The UADD will empanel up to 3 Firm in each cluster as per the actual requirement of the UADD or ULBs. The decision of UADD on this matter will be final and binding.
5. It shall be ensured that the offer recommended for sanction is justifiable looking to the prevailing market rates of the service required to be procured.
6. The bidders are required to quote Cluster wise for each and every line item, if any bidder does not quote any rate in respect of any Categories, the bid will be rejected.
7. In the event the rates quoted by multiple bidders are 'tied', the bidder having higher Annual Average turnover will be given preference to get empanelment with UADD.

3. Bid Data Sheet

Please Refer Bid Data Sheet on Page No. 10 of this RFP.

4. Eligibility / Qualification Criteria

4.1 Pre-Qualification cum Technical Qualification Criteria

A proposer participating in the tender process shall possess the following minimum pre-qualification/eligibility criteria.

S.No.	Specific requirement	Supporting Documents
PQ- 1	The Auditors firm should be registered with the Institute of Chartered Accountants of India and operational for at least last 5 years from date of publication of RFP.	a) Documentary Proof of Registration b) Copy of GST Registration certificate issued by GSTN authorities. c) PAN card.
PQ- 2	The CA firm must have an average annual turnover of Rs. 25.00 Lakh during the last 3 (Three) financial years i.e. 2021-22, 2022-23 and 2023-24.	a) Extracts from the audited Balance sheet and Profit & Loss of last 3 years (2021-22, 2022-23, 2023-24) Certificate from the statutory auditor/ CA certificate (with UDIN)
PQ-3	The Bidder should have positive net worth in each of the last three (3) audited financial year 2021-22, 2022-23 and 2023-24 statement.	b) Certificate by the Statutory auditor/ CA certificate (with UDIN).
PQ-4	The firm must have Similar experience of working with at least five different Government Organizations/Undertakings, Ministries or PSUs or Urban local bodies during the last five years. Out of the five experiences, at least one experience should be in Urban Local Bodies. Note: - 1.Experience of PSU Banks shall not be considered under this clause. 2.Last Five Financial Year: - (2019-20, 2020-21, 2021-22, 2022-23, 2023-24). 3.Similar Experience: Worked on financial Audit related work. 4.More than one ULBs under one state will be considered as one organization for purpose of counting similar experience.	a. Copy of Work Orders/ Agreement/LOA/LOI a) Completion Certificate from Client /CA certificate with UDIN number / Statutory Auditor specifying value received.

Empanelment of Chartered Accountants' Agency/Firm for ULBs (Urban Local Bodies) Audit as per Municipal Accounting system

PQ-5	<p>The firm must have experience as a financial consultant or Advisor of any urban local body/ies or any central or any state government urban department in last 5 financial Year (2019-20, 2020-21, 2021-22, 2022-23,2023-24).</p> <p>Note: Financial audit experience will not be considered under this qualification.</p>	<p>a. Copy of Work Orders/ Agreement/LOA/LOI b. Completion Certificate from Client /CA certificate with UDIN number / Statutory Auditor specifying value received.</p>
PQ-6	<p>The Bidder should not be active blacklisted/Debarred by any Central/State Government in India for unsatisfactory past performance, corrupt, fraudulent or any other unethical business practices.</p> <p>If the bidder has been blacklisted/debarred at any point of time and its validity is not mentioned in the blacklist/debarred letter, then it will be considered as next 3 years from the date of issue.</p>	<p>b. Self-Attested Letter by Company / Firm / Agency</p>
PQ-7	<p>The firm or its proprietor/partner/directors should not have any interest in UADD or in any scheme/funds implemented by it.</p>	<p>Undertaking on bidder's letter head.</p>

Note: -

1. Technical Proposal and Financial proposal should clearly mention name of Cluster with reference Tender ID no.
2. **Bidder can participate for maximum 2 (Two) Cluster out of all Cluster.** If bidder participated in more than 02 clusters, then client will consider & evaluate only 02 bids (in order of Cluster 01, Cluster 02, Cluster 03, Cluster 04, Cluster 05, Cluster 06, Cluster 07) for evaluation and reject remaining bids at its discretion. In this situation the decision of the UADD will be final.
3. Interested Bidders are advised to study this RFP document carefully before submitting their proposal in response to this RFP notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications. This RFP document is not transferable.
4. Proposals of bidders which do not confirm to all the above eligibility criteria will not be considered for technical/Financial evaluation and shall be summarily rejected without any separate notice or assigning any reason whatsoever.
5. The successful firm must have an office in Madhya Pradesh. If the firm does not have an office in Madhya Pradesh at the time of bidding, an undertaking (as per Annexure – 10) must be submitted with the technical bid on the firm's letterhead, stating that an office will be set up by the bidder (if selected for the empanelment) within 45 days from the date of signing the agreement.

5. Scope of work

1. Objective

The primary objective of this Activity/project is to provide an independent assessment of the financial statements of the urban local bodies (ULBs) to ensure accuracy, transparency, and compliance with applicable laws and regulations.

2. Audit Planning

- **Initial Meeting:** Conduct an initial meeting with the management of the ULBs to understand the financial processes, systems, and controls in place.
- **Risk Assessment:** Identify and assess risks of material mis-statement in the financial statements due to fraud or error.
- **Audit Strategy:** Develop a comprehensive audit strategy and plan, including timelines and resource allocation.

3. Audit Execution

- **Internal Controls Review:** Evaluate the effectiveness of internal controls over financial reporting. This includes testing the design and implementation of controls and assessing their operating effectiveness.
- **Substantive Testing:** Perform substantive testing on financial transactions and balances to verify their accuracy and completeness. This includes detailed testing of transactions, account balances, and disclosures.
- **Compliance Testing:** Ensure compliance with relevant laws, regulations, and policies. This involves reviewing adherence to statutory requirements, grant conditions, and other regulatory obligations.
- **Verification of Assets and Liabilities:** Verify the existence, ownership, and valuation of assets and liabilities reported in the financial statements. This includes physical verification of assets, confirmation of balances, and valuation assessments.
- **Revenue and Expenditure Analysis:** Analyse revenue and expenditure streams to ensure they are recorded accurately and appropriately. This includes testing the completeness and accuracy of revenue recognition and expenditure recording.

4. Reporting

- **Draft Report:** Prepare a draft audit report highlighting key findings, observations, and recommendations. This report will include an executive summary, detailed findings, and suggested improvements.
- **Management Discussion:** Discuss the draft report with the management of the ULBs to obtain their feedback and responses. This discussion aims to ensure that the management understands the findings and agrees with the recommendations.
- **Final Report:** Issue the final audit report incorporating management's responses and any necessary adjustments. The final report will be comprehensive and include all significant audit findings and recommendations. The final report must contain certified full set of final accounts inclusive of Balance sheet, Income and expenditures, Cash flow statements, Receipt and Payment Accounts, Notes to accounts, significant accounting policies and key performance statements prepared based on Madhya Pradesh Municipal Accounting Manual following accrual basis of accounting.
- **Presentation:** Present the audit findings to the UADD and ULB. This presentation will provide an overview of the audit process, key findings, and recommendations for improvement.

5. Follow-Up

- **Action Plan:** Assist in developing an action plan to address the audit findings and recommendations. This plan will outline specific actions, responsible parties, and timelines for implementation.
- **Monitoring:** Monitor the implementation of the action plan and provide periodic updates to the management and governing body. This ensures that the recommendations are effectively implemented, and any issues are promptly addressed.

6. Additional Services

- **Advisory Services:** Provide advisory services on financial management, internal controls, and compliance as needed. This includes guidance on best practices, process improvements, and risk management. Firm should support ULBs on their taxation matters.
- **Training:** Conduct training sessions for the staff of the ULBs on best practices in financial management and reporting. This training aims to enhance the financial literacy and capabilities of the staff, ensuring better financial governance.
- The firm shall assist ULBs with the submission of 15th and 16th Finance Commission data on the city finance portal. The firm may also be required to prepare reports, statements, and additional formats as per the requirements of the ULBs.
- Any other work related to financial administration as per the ULB or UADD may be assigned to the empaneled agency.

7. Credit rating

- The services provider may be asked to assist ULBs with obtaining credit score from designated credit rating agency.

6. Allotment of Work Within Empaneled Agencies

1. ULBs may issue work order to any empaneled agencies for respective Cluster. If the empaneled agency does not accept the work within 7 days after issue of word order by the ulb, then ULB may award the same work to another empaneled agency of the same cluster.
2. Final work allotment will be based on performance of Firm and discretion of UADD/ ULBs.
3. Work will be assigned to empaneled agencies as per the requirement of ULBs and payment will be done by the ULB on actual work done by the ULBs.
4. In case no firm is found for empanelment in any cluster or only one firms is found suitable for the empanelment, At the discretion of the UADD additional work may be allotted to any firms empaneled with other cluster by the UADD with mutual consent.

7. Instruction to Bidders

7.1 Earnest Money Deposit (EMD)

- a) The bidder shall submit Earnest Money Deposit (EMD) of an amount as mentioned in Bid data Sheet of RFP, which shall be deposited online during the submission of the tender on e-Procurement portal.
- b) Unsuccessful bidder's EMD will be released within 30 working days of issuing of work order or signing of agreement with successful agencies.
- c) The successful bidder's EMD will be returned after submission of performance security.

7.2 Performance Security

- a) The successful agencies who are eligible to empanel with UADD under this engagement shall submit a Performance Guarantee of an amount **Rupees 500000/- (INR)** in the form of PerformanceBank Guarantee (PBG) for the engagement period plus 90 days. All charges with respect to the Performance Security shall be borne by the bidder.
- b) The selected agencies are required to submit the Performance bank guarantee of the amount as mentioned in schedule of RPF along with the signed agreement.
- c) The Performance Security shall be returned 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 security.
- d) Security may be invoked on violation of any of the conditions given below:
 - I. Bidder is not able to deliver services as per SLA.
 - II. The bidder or his employee is involved in any unlawful activity during its engagement with UADD.
 - III. If the Bidder is non-responsive to the requirements raised by UADD.

7.3 Sale of Bidding/ Tender Documents

The sale of bidding documents shall be as per bid Data Sheet. The complete bidding document shall be placed on the e-Procurement portal. The prospective bidders shall be permitted to download the bidding document from the websites and pay its price while submitting the Bid to the procuring entity.

7.4 Pre-bid Meeting/ Clarifications

Any prospective proposer may, in writing, seek clarifications from UADD in respect of the RFP document

- a) The prospective bidder requiring any clarification on the tender shall contact UADD through email by sending their queries at uaddtenders@mpurban.gov.in in the format as per Annexure-1.
- b) UADD will provide clarifications to only those queries which would be received as specified in

"Schedule of RFP". All future correspondence/corrigendum shall be published on <https://mptenders.gov.in/>.

- c) A pre-bid meeting shall also be scheduled by UADD as per the details mentioned in the RFP and to clarify doubts of potential proposers in respect of the RFP.

7.5 Changes in the Bidding Document

- a) At any time, prior to the deadline for submission of Bids, the procuring entity may for any reason, whether on its own initiative or as a result of a request for clarification by a bidder, modify the bidding documents by issuing an addendum/corrigendum in accordance with the provisions below.
- b) In case, any modification is made to the bidding document or any clarification is issued which materially affects the terms contained in the bidding document, the procuring entity shall publish such modification or clarification in the same manner as the publication of the initial bidding document.
- c) In case, a clarification or modification is issued to the bidding document, the procuring entity may, prior to the last date for submission of Bids, extend such time limit in order to allow the bidders sufficient time to take into account the clarification or modification, as the case may be, while submitting their Bids.
- d) Any bidder, who has submitted his Bid in response to the original invitation, shall have the opportunity to modify or re-submit it, as the case may be, within the period of time originally allotted or such extended time as may be allowed for submission of Bids, when changes are made to the bidding document by the procuring entity; provided that the Bid last submitted or the Bid as modified by the bidder shall be considered for evaluation.
- e) Any corrigendum issued in this regard shall be uploaded on <https://mptenders.gov.in/>.

7.6 Period of Validity of Bids

The proposals submitted by bidders shall be valid for a period of 180 days from the date of submission of the proposal. On completion of the validity period, in case required, UADD would solicit the bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing by post or email.

8. Submission of Proposal

8.1 Proposal Submission

The proposal shall be submitted as per the schedule given in the "Schedule/Data Sheet of RFP". The (Pre-Qualification) PQ cum Technical Proposal and Financial Proposal shall be submitted online on MP Tender portal separately as follows under the specified areas as follows:

Part 1: PQ cum Technical Proposal

Part 2: Financial Proposal

Note: The bidder is instructed that all required and supporting documents in the technical bid should be properly indexed with page numbers, along with a summary of the annexed documents at the beginning of the bid.

1. (Pre-Qualification) PQ cum Technical Proposal –

The PQ cum Technical Proposal shall contain the following information:

- i. Covering letter as per Annexure
- ii. Pre-Qualification & Technical Qualification Criteria Compliance
- iii. All required annexure and undertaking
- iv. Power of Attorney
- v. Any additional information or document that the bidder may think fit but not included elsewhere in the proposal, which will help UADD to assess the capabilities of the Firm.

Note:

- I. The PQ cum Technical Proposal shall not include any financial proposal information. If mentioned, the proposal shall be rejected.
- II. During PQ cum technical evaluation, clarification on already submitted documents may be sought by UADD, through written communication, to which the bidder should respond within the timelines given.

2. Financial Proposal –

- i. After verifying the eligibility criteria, UADD shall notify the shortlisted bidders indicating the date, time and place for financial proposal opening. The Financial bid of eligible Bidders shall be opened in the presence of Bidders /authorized representatives who choose to attend.
- ii. The Financial bid shall be submitted in the format given on <https://mptenders.gov.in> as per Annexure and should not have any deviations, restrictive statements, etc. therein. Otherwise, such proposal is liable to be rejected at the sole discretion of UADD.

- iii. All the prices shall be entered in Indian Rupees ONLY (% values are not allowed).
- iv. If any difference in the figures or words is found, then the value in words shall prevail.
- v. In case any bidder has failed to quote for any/all the items in the Financial Bid Formats, the bid submitted by that bidder will be rejected and its EMD will be forfeited.
- vi. Bidders are advised to exercise adequate care in quoting the prices. No excuse for corrections in the quoted figures will be entertained after the proposals are submitted to UADD.

Note: It is suggested that bidder quote financial proposal considering the increment given to all the employees every year for the entire project duration.

8.2 Cost & Language of Bidding

- a) The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the procuring entity shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- b) The Bid, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the procuring entity, shall be written only in English Language. Supporting documents and printed literature that are part of the Bid may be in another language provided they are accompanied by an accurate translation of the relevant passages in English/ Hindi language, in which case, for purposes of interpretation of the Bid, such translation shall govern.

8.3 Alternative/ Multiple Bids

Alternative/ Multiple Bids shall not be considered at all.

8.4 Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the MP TENDERS Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the MP TENDERS Portal, prepare their bids in accordance with the requirements and submitting their bids online on the MP TENDERS Portal.

More information useful for submitting online bids on the MP TENDERS Portal may be obtained at: <https://mptenders.gov.in/nicgep/app>

A. Registration:

- I. Bidders are required to enrol on the MP e-Tender module of the Central Public Procurement Portal (URL: <https://mptenders.gov.in/nicgep/app>) by clicking on the link "Online bidder Enrolment" on the MP TENDERS Portal which is free of charge.
- II. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

- III. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the MP TENDERS Portal.
- IV. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- V. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- VI. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

B. Assistance to Bidders:

- I. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- II. Any queries relating to the process of online bid submission or queries relating to MP TENDERS Portal in general may be directed to the 24x7 MP TENDERS Portal Helpdesk.

9. Opening of Proposals

9.1 Proposal Evaluation

- I. Initially the PQ cum technical proposal containing “**Part 1: PQ cum Technical Proposal**” shall be opened online in the first instance in the presence (if present) of representatives of the bidders at the time and place as mentioned in the Section Important Dates.
- II. Bids will be evaluated with respect to Eligibility criteria. The bidders who are found to be eligible, shall be evaluated as per the technical evaluation criteria's.
- III. Financial proposal of only those bidders, whose proposals qualify after PQ cum technical evaluation, will be opened through online portal at UADD as per “Schedule of RFP”.
- IV. One authorized representative of each of the bidders would be permitted to be present at the time of aforementioned opening of the proposal.

9.2 Preliminary Evaluation

- I. UADD will constitute a proposal evaluation committee to evaluate the responses of the bidders. The Proposal evaluation committee constituted by UADD shall conduct a preliminary scrutiny of the opened Proposals to assess the prima-facie responsiveness and ensure that the:-
 - a) Proposal is as per the requirements listed in the RFP document.
 - b) Proposal is valid for the period, specified in the RFP document.
 - c) EMD is submitted as per requirement.
- II. The Proposal Evaluation Committee constituted by the UADD 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.
- III. The decision of the Evaluation Committee in the evaluation of responses to the RFP shall be final. No correspondence will be entertained outside the process of evaluation with the Committee.
- IV. The Evaluation Committee reserves the right to reject any or all proposals on the basis of any deviations.
- V. Each of the responses shall be evaluated as per the criteria and requirements specified in this RFP. No enquiry shall be made by the bidder(s) during the course of evaluation of the tender, after opening of proposal, till final decision is conveyed to the successful bidder(s).
- VI. However, the Committee authorized representative and UADD Bhopal can make any enquiry/ seek clarification on submitted documents from the bidders, which the bidders

must furnish within the stipulated time else the bids of such defaulting bidders will be rejected

9.3 Evaluation of Financial Proposal

- I. The Financial Proposal of only those bidders who qualify the PQ cum Technical Evaluation will be opened on a specified date and time to be intimated to the respective bidders by UADD, and the same will be evaluated by a duly constituted Committee.
- II. The financial bid shall include all duties, levies, taxes except for GST, which shall be payable as per extra on the basis of the prevailing tax rates.
- III. If there is any discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and will be considered for further calculations.
- IV. If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to clause (iii) above.
- V. If two or more bidders quote the same price then L1, L2, L3 will be decided based on average annual turnover of last three financial years. The bidder with higher annual turnover will be considered as L1.

9.4 Exclusion of Proposal/Disqualification

UADD may exclude or disqualify a proposal if:

- I. The information submitted, concerning the qualifications of the proposer, was false or constituted a misrepresentation; or
- II. The information submitted, concerning the qualifications of the proposer, was materially inaccurate or incomplete; and
- III. The proposer is not qualified as per pre-qualification/ eligibility criteria mentioned in the bidding document;
- IV. The proposal materially departs from the requirements specified in the proposal or it contains false information;
- V. The proposer submitting the proposal, his agent or any one acting on his behalf, gave or agreed to give, to any officer or employee of the UADD or other governmental authority a gratification in any form or any other thing of value so as to unduly influence the Tender Process;
- VI. A proposer, in the opinion of the UADD, has a conflict of interest materially affecting fair competition.

- VII. A proposal shall be excluded/ disqualified as soon as the cause for its exclusion/disqualification is discovered.
- VIII. Any attempt by a bidder to influence UADD in the evaluation of the proposal or contract award decisions may result in the rejection of its proposal.

9.5 Information and Publication of Award

Information of award of contract shall be communicated to all participating proposers through MP Tender portal.

9.6 UADD's Right to Accept OR Reject any OR All Proposals

UADD reserves the right to accept or reject any proposals, and to annul (cancel) the RFP process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the proposers.

9.7 Selection of Firm

UADD will sign the engagement agreement with the successful bidder(s) for the period stated in the RFP document.

9.8 Late Proposal

Proposal submitted after due date and time shall not be accepted.

9.9 Cancellation of Tender Process

- I. If any bidding process has been cancelled, it shall not be reopened but it shall not prevent UADD from initiating a new proposal process for the same subject matter of procurement, if required.
- II. UADD may, for reasons to be recorded in writing, cancel the process of procurement initiated by it at any time prior to the acceptance of the successful proposals; or after the successful proposal is accepted in accordance with below:
 - a. If a proposer is convicted of any offence under the prevailing law, UADD may:
 - i. Cancel the relevant Tender Process if the proposal of the convicted proposer has been declared as successful but no procurement contract has been entered into;
 - ii. Rescind the relevant contract or forfeit the payment of all or a part of the contract value if the procurement contract has been entered into between UADD and the convicted proposer.
 - b. If it determines that the bidder recommended for award or on whom the contract / award has already been placed has engaged in corrupt or fraudulent practices in competing for the contract/award in question.

The decision of UADD to cancel the procurement and reasons for such decision shall be immediately communicated to all proposers that participated in the tender process.

9.10 Interference with Tender Process

For a proposer who withdraws from the tender process after opening of financial proposal / withdraws from the tender process after being declared the successful proposer / fails to enter into contract after being declared the successful proposer / fails to provide performance security or any other document or security required in terms of the bidding documents after being declared the successful proposer, without valid grounds, shall, in addition to the recourse available in the bidding document or the contract, EMD submitted will be forfeited.

9.11 Debarment from Bidding

- I. If UADD finds that a proposer has breached the code of integrity prescribed in the RFP, it may debar the proposer for a period of three years.
- II. Where the entire proposal security or the entire performance security or any substitute thereof, as the case may be, of a proposer has been forfeited by UADD in respect of any tender process or procurement contract, the proposer may be debarred from participating in any tender process undertaken by UADD for a period of three years.
- III. UADD, as the case may be, shall not debar a proposer under this section unless such proposer has been given a reasonable opportunity of being heard.

9.12 Monitoring of Contract

If delay in delivery of service is observed, a performance notice would be given to the selected proposer to speed up the delivery. Any change in the constitution of the Firm etc. shall be notified forth with by the contractor in writing to UADD within thirty days of such change. Such change shall not relieve the Firm, from any liability under the contract.

The selected proposer shall not assign or sub-let his contract or any substantial part thereof to any other Firm.

9.13 Corrupt/Fraudulent Practices

- I. UADD requires that the bidders under this tender shall observe the highest standards of ethics during the execution of such contracts. In pursuance of this policy, UADD defines the terms set forth as follows:
 - a) "Corrupt Practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of the public official in the award of the contract, in contract execution;

- b) "Fraudulent practice" means a misrepresentation of facts in order to influence award of contract or an execution of a contract to the detriment of UADD, and includes collusive practice among bidders (prior to or after proposal submission) to deprive UADD of the benefits of the free and open competition.
- II. In the event of corrupt practice and fraudulence, in addition to penal action as per the terms and conditions of the contract, legal action may also be initiated against the concerned. Apart from termination of contract, UADD may also forfeit the PBG submitted by the bidder.
- III. UADD will suspend the award of contract if prima-facie it is established that the bidder had engaged in corrupt or fraudulent practices in competing for the contract in question.
- IV. UADD will declare a bidder ineligible after giving opportunity of being heard, either indefinitely or for a stated period of time, to be awarded a contract, if at any time it is found that the bidder has engaged in corrupt and fraudulent practices in competing for, or in executing, this contract.

9.14 Sub-Contracting

The proposer shall not assign or sub-let his contract or any substantial part thereof to any other Firm.

9.15 Withdrawal, Substitution, and Modification of Bids

- a) If permitted on e-Procurement portal, a Bidder may withdraw its Bid or re-submit its Bid (technical and/ or financial cover) as per the instructions/ procedure mentioned at e-Procurement website under the section "Bidder's Manual Kit".
- b) Bids withdrawn shall not be opened and processes further.
- c) After last date of bid submission, no modification will be permitted.

9.16 Clarification of Bids

- a) To assist in the examination, evaluation, comparison and qualification of the Bids, the bid evaluation committee may, at its discretion, ask any bidder for a clarification regarding its Bid.
- b) Any clarification submitted by a bidder with regard to its Bid that is not in response to a request by the committee shall not be considered.
- c) No substantive change to qualification information or to a submission, including changes aimed at making an unqualified bidder, qualified or an unresponsive submission, responsive shall be sought, offered or permitted.

9.17 Information and publication of award

Information of award of contract shall be communicated to all participating bidders

and published on the respective website(s) as specified in NIT.

9.18 Procuring entity's right to accept or reject any or all Bids

The Procuring entity reserves the right to accept or reject any Bid, and to annul (cancel) the bidding process and reject all Bids at any time prior to award of contract, without thereby incurring any liability to the bidders.

9.19 Execution of agreement

- a) A procurement contract shall come into force from the date on which the contract/agreement is signed.
- b) The successful bidder shall sign the procurement contract within 15 days from the date on which the letter of acceptance/Award or letter of intent is dispatched to the successful bidder.
- c) If the bidder, whose Bid has been accepted, fails to sign a written procurement contract or fails to furnish the required performance security within specified period, the procuring entity shall take action against the successful bidder as per the provisions of the bidding document and Act. The procuring entity may, in such case, cancel the procurement process or if it deems fit, offer for acceptance the rates of lowest or most advantageous bidder to the next lowest or most advantageous bidder, in accordance with the criteria and procedures set out in the bidding document.
- d) The bidder will be required to execute the agreement on a non-judicial stamp of specified value at its cost and to be purchase from anywhere in Madhya Pradesh only.

9.20 Confidential Information

The RFP contains information proprietary to UADD. UADD requires the recipients of this RFP to maintain its contents in the same confidence as their own confidential information and refrain from reproducing it in whole or in part without the written permission of UADD. UADD will not return the proposal/responses to the RFP received. The information provided by the bidder(s) will be held in confidence and will be used for the purpose of evaluation of proposal.

9.21 Verification of Eligibility Documents by UADD

UADD reserves right to verify all statements, information and documents submitted by the bidder in response to the tender document. The bidder shall, when so required by UADD, make available all such information, evidence, and documents as may be necessary for such verifications. Any such verification or lack of verification by UADD shall not relieve the bidder of its obligations or liabilities hereunder nor will it affect any rights of UADD thereunder. If any statement, information, and document submitted by the bidder is found to be false, manipulated or forged during verification process, strict action shall be taken.

9.22 Issuance of Work Order under Empanelment/Rate Contract

The procedure for issuance of Work Order to Empaneled and rate contract firms shall be defined in Administrative Order to be issued by UADD/ULBs. However, the rate contract or empanelment does not guarantee the bidder to receive any minimum / committed number of work order (/s) from UADD/ULBs.

10. General Terms and Conditions of Proposal & Contract

Proposers should read these conditions carefully and comply strictly while sending their proposal.

Note: The proposer shall be deemed to have carefully examined the conditions of the services to be rendered. If the proposer has any doubts as to the meaning of any portion of these conditions, he shall, before submitting the proposal and signing the contract refer the same to UADD and get clarifications.

10.1 Signing of Contract

The successful bidder(s) shall execute an agreement within 15 days from the date of issuance of Letter of Intent (LoI)/(LOA) with UADD. In addition to terms and conditions being mentioned hereunder, all terms and conditions of the tender and corrigendum issued shall also be applicable for the contract.

After successful empanelment, when the ULB(s) issues work order to any empaneled agency and it is accepted by the agency, both the parties (ULB and empaneled agency) shall be bound by the agreed terms and conditions of this RFP.

10.2 Execution of agreement

During the term of contract, the Empaneled Firm(s) will work closely with UADD and ULBs and will perform the activities as per the scope of work. In case of poor performance, non-responsiveness or unjustified & repeated delays in sharing of relevant profiles of eligible candidates, UADD shall terminate the agreement. In this case, the performance security shall be forfeited.

10.3 Failure to agree with the "Terms and Conditions" of the Tender

Failure of the successful bidder to agree with the Terms & Conditions of the contract shall constitute sufficient grounds for the annulment of the proposal or the award. In such circumstances, UADD would reject the proposal and forfeit the EMD as specified in the document.

10.4 Contract Documents

Subject to the order of precedence set forth in the agreement, all documents forming the Contract (and all parts thereof) are intended to be correlative, complementary, and mutually explanatory.

10.5 Governing Law

The Contract shall be governed by and interpreted in accordance with the laws of the State of Madhya Pradesh prevalent during & at the time of signing of contract. The courts in Bhopal shall have the jurisdiction.

10.6 Recoveries from Firm

- I. Recovery of penalties shall be made ordinarily from bills.
- II. UADD shall withhold amount to the extent of shortcomings of the delivery of services unless these are completed as per the SLA. In case of failure to withhold the amount, it shall be

recovered from dues of the Firm and performance security deposit available with UADD.

The balance, if any, shall be demanded from the Empaneled Firm(s) and when recovery is not possible, UADD shall take recourse to law in force.

10.7 Taxes & Duties

- I. GST, if applicable, shall not be included in the proposal price and shall be paid by UADD separately on prevailing rates. All other taxes, duties, license fee and levies shall be including in the proposal price.
- II. TDS, if applicable for any tax, shall be done as per law in force at the time of execution of the contract.
- III. If any tax exemptions, reductions, allowances or privileges may be available to the successful/ selected proposer / Firm, the Firm shall use its best efforts to benefit from any such tax savings to the maximum allowable extent, without any negative impact on UADD and the contract

10.8 Copyright

The copyright in all materials containing data and information furnished to the Purchaser by the Empaneled Firm(s) herein, as part of responsibility within scope of this contract, shall remain vested in UADD.

10.9 Force Majeure

- a. Force Majeure would include natural and unavoidable catastrophe that interrupts the expected course of events.
- b. For purposes of this clause, "Force Majeure" means an event beyond the control of both the parties (UADD & Firm) and not involving the both the parties and not involving the fault of either the parties or negligence and not foreseeable. Such events may include, but are not restricted to, instances of, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes which would have an impact on both the parties.
- c. If a Force Majeure situation arises, the any of the parties shall promptly notify the other in writing of such conditions and the cause thereof. Unless otherwise directed by, the bidder shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- d. If an event of Force Majeure continues for a period of Sixty (60) days or more, the parties may, by mutual agreement, terminate the Contract without either party incurring any further liabilities towards the other with respect to the Contract, other than to effect payment for services already delivered or performed.
- e. The Force Majeure circumstances and events shall include the following events to the extent that such events or their consequences (it being understood that if a causing event is within the reasonable control of the affected party, the direct consequences shall also be deemed to be

within such party's reasonable control) satisfy the appropriate definition as per this agreement. Without limitation to the generality of the foregoing, Force Majeure Event shall include the following classes of events and circumstances and their effects:

- I. Natural events ("Natural Events") to the extent they satisfy the foregoing requirements including:
 - Any material effect on the natural elements, including lightning, fire, earthquake, cyclone, flood, storm, tornado, or typhoon;
 - Explosion or chemical contamination (other than resulting from an act of war);
 - Epidemic such as plague;
 - Any event or circumstance of a nature analogous to any of the foregoing
- II. Other Events (Political Events) to the extent that they satisfy the foregoing requirements including:
 - Act of war (whether declared or undeclared), invasion, armed conflict or act of foreign enemy, blockade, embargo, revolution, riot, insurrection, civil commotion, act of terrorism or sabotage;
 - Any act of Government
 - Strikes, work to rules, go-slows which are either widespread, nation-wide, or state-wide and are of political nature;
 - Any event or circumstance of a nature analogous to any of the foregoing.

10.10 Termination

Authority may, terminate this Contract in whole or in part by giving agency a prior and written notice 60 days in advance indicating its intention to terminate the Contract under the following circumstances:

1. Where Authority is of the opinion that there has been such Event of Default on the part of agency which would make it proper and necessary to terminate this Contract and may include failure on the part of agency to respect any of its commitments with regard to any part of its obligations under its Bid, the RFP or under this Contract.
2. Where it comes to the Authority's attention that agency (or agency's Team) is in a position of actual conflict of interest with the interests of the Authority, in relation to any of terms of agency's Bid, the RFP or this Contract.
3. Where agency's ability to survive as an independent corporate entity is threatened or is lost owing to any reason whatsoever, including inter-alia the filing of any bankruptcy proceedings against agency, any failure by agency to pay any of its dues to its creditors, the institution of any

winding up proceedings against agency or the happening of any such events that are averse to the commercial viability of agency. In the event of the happening of any events of the above nature, the Authority shall reserve the right to take any steps as are necessary, to ensure the effective transition of the sites to a successor agency, and to ensure business continuity.

4. Termination for Insolvency: The Authority may at any time terminate the Contract by giving written notice to agency, without compensation to agency, if agency becomes bankrupt or otherwise insolvent, provided that such termination shall not prejudice or affect any right of action or remedy which has accrued or shall accrue thereafter to the Authority.

10.11 Termination for Default

- I. UADD may, without prejudice to any other remedy for breach of contract, by written 30 days' notice of default sent to the Empaneled agency(ies), terminate the contract in whole or part if the Empaneled agency(ies) fails to deliver any or all of the systems within the period(s) specified in the contract, or within any extension thereof granted by the Purchaser pursuant to conditions of contract clause or if the successful bidder fails to perform any other obligation(s) under the Contract.
- II. In the event that UADD terminates the Contract in whole or in part, pursuant to the conditions of contract clause, it may procure, upon such terms and in such manner, as it deems appropriate, systems or services similar to those undelivered and the Empaneled agency(ies) shall be liable to pay UADD for any excess costs for such similar systems or services. However, Empaneled agency(ies) shall continue the performance of the Contract to the extent not terminated.

10.12 Termination for Insolvency

UADD may at any time terminate the Contract by giving a written notice of at least 30 days to the selected proposer, if the selected proposer becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the selected proposer, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to UADD.

10.13 Termination for Convenience

UADD, by 30 days' written notice sent to the Empaneled agency(ies), may terminate the contract, in whole or in part at any time for its convenience. The notice of termination shall specify that termination is for UADD's convenience, the extent to which performance of the Empaneled agency(ies) under the contract is terminated and the date upon which such termination becomes effective. However, any

undisputed payment to the invoices of the task accomplished by Empaneled agency(ies) would be paid by UADD.

10.14 Settlement of Disputes or arbitration

1. The Authority and the agency shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract. If, after twenty-eight (28) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Authority or the agency may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under the Contract.
2. In case, a dispute is referred to arbitration, the arbitration shall be as under:
 - a) The in case of dispute or difference arising between the employer and the contractor relating to any matter arising out of concerned with this agreement it shall be referred to a sole Arbitrator, who will be the **Principal Secretary, Urban Development and Housing Department**. Arbitration proceedings shall be conducted in, and the award shall be made in English Language.
 - b) The Arbitration proceedings shall be held in **Bhopal, Madhya Pradesh, India**
 - c) The arbitrator award shall be final and binding on the Parties.
3. procedure for arbitration shall be as follows:
 - a) The cost and expenses of arbitration proceedings will be paid as determined by the Arbitrator. However, the expenses incurred by each party in connection with the preparation, presentation, etc. shall be borne by each party itself.
 - b) Performance under the contract shall continue during the arbitration proceedings and the payment due to the contractor by the authority shall not be withheld unless they are the subject matter of the arbitration proceedings.
4. The proceedings of Arbitration shall be in English/Hindi language.

10.15 Other Conditions

- I. The Empaneled agency(ies) shall bear the expenses regarding delivery of services.
- II. The Empaneled agency(ies) shall not, under any circumstances, revise the rates already approved for services. Any request for an increase in the rates will not be entertained under any circumstances during the contract period.
- III. The Empaneled agency(ies) shall execute the whole work in strict accordance with

guidelines of UADD.

- IV. UADD shall reserve the right to make any alterations in or additions to the original scope of work on mutually agreed terms. Any additional work which the bidder may be directed to do in the manner specified above as part of the work shall be carried out by the bidder on the same conditions in all respects on which he agreed to do the main work and at the same rates as specified by UADD.
- V. Any publicity by the bidder in which the name of UADD is to be used shall be done only with the explicit written permission of UADD.
- VI. In the event of any material breach of the terms of the Agreement, the Party in breach shall cure the breach within 30 days of notice. In the event the breach is not cured within stipulated time the affected party may terminate the Agreement by giving notice in writing to the other Party and client shall pay all dues payable for the services rendered till the effective date of termination.

10.16 Limitation of Liability

Except in cases of gross negligence or willful misconduct: -

- I. Neither party shall be liable to the other party for any indirect or consequential loss or damage, loss of use, loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the Empaneled agency to pay liquidated damages to UADD; and
- II. The aggregate liability of the selected agency to UADD, whether under the Contract, or otherwise, shall not exceed the amount specified in the Contract.
- III. The maximum aggregate liability of the Empaneled agency shall not exceed the annual bill value or average annual bill value in case one year is not completed.
- IV. Each Party (the 'Indemnifying Party') undertakes to indemnify the other Party (the 'Indemnified Party') from and against all Losses on account of bodily injury, death or damage to tangible personal property arising in favour of any person, corporation or other entity (including the Indemnified Party) attributable to the Indemnifying Party's negligence or willful default in performance or non-performance under this Agreement.
- V. PF and all other liabilities of the Employee will be the responsibility of the selected bidder, neither with payroll manager not with UADD.

10.17 Exit Management on Contract Completion/Termination:

- I. Upon completion of the contract period or upon termination of the agreement for any reasons, the agency shall comply with the following:
 - a) Notify to UADD forthwith the particulars of all Project Assets;
 - b) Deliver forthwith actual or constructive possession of the project, writings and documents as may be required by UADD, for fully and effectively divesting the agency of all of the rights, title and interest of the agency in the Project and conveying the

Project.

- II. Subject to clause (1) of exit management, upon completion of the contract period or upon termination of the agreement, the agency shall comply and conform to the following requirements in respect of the project:
 - a) All project assets including the hardware, software, documentation and any other infrastructure shall have been renewed and cured of all defects and deficiencies as necessary so that the project is compliant with the specifications and standards set forth in the RFP, agreement and any other amendments made during the contract period;
 - b) The agency delivers relevant records and reports pertaining to the project and its operation, and maintenance including all operation and maintenance records and manuals pertaining thereto and complete as on the contract completion date;
 - c) The agency executes such documents and other writings as UADD may reasonably require to convey, divest and assign all the rights, title and interest of the agency in the project free from all encumbrances absolutely and free of any charge or tax to UADD, or its nominee;
 - d) The agency complies with all other requirements as may be prescribed under applicable laws to complete the assignment of all the rights, title and interest of the agency in the project free from all encumbrances absolutely and free of any charge or tax to UADD or its nominee.
- III. Not earlier than 3 months before the expiry of the contract period but not later than 30 (thirty) days before such expiry, or in the event of earlier termination of the contract, immediately upon but not later than 15 days from the date of issue of Termination Notice, the authorized person as nominated by UADD shall verify, in the presence of a representative of the agency, compliance by the agency with the requirements set forth in relation to the project for determining the compliance therewith. If party finds any shortcomings in the requirements, it shall notify the other of the same and the agency shall rectify the same at its cost.

11. Special Terms and Conditions of Tender & Contract

11.1 Period of empanelment

Empanelment agreement will be signed with the successful bidder for a period of 2 (Two) years. Based on the requirement of UADD and performance of the agencies, the Contract may be further extended by One (1) year, on same terms and conditions as specified in bid documents.

11.2 Payment Terms

- a. Payment would be made in Indian Rupees only based on the actual work done by the agency as per the actual rates agreed to and payment will be made by respective ULBs.
- b. Invoices shall have to be raised to respective ULB/s on after completion of work (Submission and acceptance of UADD and ULBs of final audit report). Payments shall be subject to deductions of any amount for which the agency is liable as per the penalty clause of this RFP document. Further, all payments shall be made subject to deduction of TDS (Tax Deduction at Source) as per the applicable Acts & Laws.
- c. Any Official travel to be undertaken for project work as directed by the UADD/ULBs will be borne by the Agency.
- d. The selected bidder's request for payment shall be made to the UADD/ULBs in writing, accompanied by invoices describing, as appropriate, the services performed, by the required documents submitted pursuant to general conditions of the contract and upon fulfilment of all the obligations stipulated in the Contract.
- e. Taxes, as applicable, will be deducted/ paid as per the prevalent rules and regulations.

11.3 Deliverable & associate Penalty

- 1) The successful firm has to deploy the resources for financial audit within 7 working days after the requirement/Intimation is given to the agency. Penalty of Rs. 1000/- per week will be imposed and deducted from the payment of subsequent invoice, if resource(s) is/are not deployed within the time.
- 2) The successful firm will submit final audit report in below mentioned timeline after the acceptance of work order and will submit the final audited report within below mentioned time line.

S.No	ULB Type	Timeline for submission final audit report after Intimation
1	Nagar Nigam	90 Days
2	Nagar Palika	60 Days
3	Nagar Parishad	60 Days

- 3) 1% of the total workorder value will be imposed per week for delay of Audit services. subject to a limit of 10% of the total contract value.

- 4) Agency will be responsible to provide necessary support get the credit rating & Score for respective ULBs if ULB wish to get credit score /rating.

12. ANNEXURES

12.1 Annexure-1: Pre-Bid Queries Format

Bidder shall submit all pre-bid queries in **MS excel & PDF** in the following format to be emailed at mentioned IDs in data sheet clearly specifying in the subject column.

SL #	RFP Section and sub- section	Page No	Clause/ Content in the RFP	Clarification sought from bidder

Note: -

- 1) Queries must be submitted in the prescribed format only (.XLS/ .XLSX) clearly specifying in the subject column. Queries not submitted in the prescribed format will not be considered/ responded at all by UADD.
- 2) Pre-Proposal queries shall be sent at the e-mail address mentioned in the RFP before the date & Time mentioned in data Sheet. Queries submitted post that may not be entertained.

12.2 Annexure-2: Bid Cover Letter

{To be submitted on the letter head of the bidder}

To,
The Commissioner, UADD
Palika Bhavan, Main Rd 1,
No 6 Locality, Palika Bhavan,
Bhopal, Madhya Pradesh,
Pin- 462016

Dear Sir,

We, the undersigned, offer Proposal for.....(RFP) in accordance with your RFP dated.....

We are hereby submitting our proposal as per the requirements mentioned in the RFP.

We hereby declare that:

- I. All the information and statements made in this proposal are true and we accept that any misinterpretation or misrepresentation contained in this proposal may lead to our disqualification by the Client.
- II. We meet the eligibility requirements as stated in this RFP and we confirm our understanding of our obligation to abide by the policy in regard to corrupt and fraudulent practices.
- III. Our proposal is binding upon us and subject to any modifications/ amendments UADD made before the date of submission.
- IV. We understand that the Client is not bound to accept any proposal that the Client receives.

Thanking you,

Authorized Signature {In full and initials with Seal}:

Name and Title of Signatory:

Name of Bidder (Agency/ Company's name):

In the capacity of:

Address:

Contact information (phone and e-mail):

Date& Time:

Place:

12.3 Annexure-3: Agency/ Company information

Following are the particulars of our organization:

S. No.	Description	Details (To be filled by the bidder)
1	Name of the bidder	
2	Regional official address (in Madhya Pradesh, if any)	
3	Phone No. and Fax No.	
4	Registered Headquarters Address	
5	Phone No. and Fax No.	
6	Web Site Address	
7	Details of Agency's Registration (Please enclose copy of the registration document)	
8	Name of Registration Authority	
9	Registration Number and Year of Registration	
10	EPF/ESI registration Number	
11	Goods and Service Tax Registration No.	
12	Permanent Account Number (PAN)	
13	Primary & Secondary Contact (Name, Contact No, E mail ID)	
14	Average Annual Turnover during last three financial years	
14.1	2021-22	
14.2	2022-23	
14.3	2023-24	

Note: Separate sheets and additional details may be attached wherever necessary

Mark NA for which is not applicable

12.4 Annexure-4: Financial Proposal Format
Annexure-4.1 – Financial Bid Covering Letter:

To,
The Commissioner, UADD
Palika Bhavan, Main Rd 1,
No 6 Locality, Palika Bhavan,
Bhopal, Madhya Pradesh,
Pin- 462016

Date:.....

Sub: Financial Proposal for Empanelment of Chartered Accountants' Agency/Firm for ULBs (Urban Local Bodies) Audit as per Municipal Accounting system

Ref: NIT No.:.....Dated:.....

Dear Sir,

- a) I/We, the undersigned proposer, having read & examined in detail, the Bidding Document, the receipt of which is hereby duly acknowledged. I/ we, the undersigned, offer our best commercial rates to provide services of Technical Team with the said tender documents and in accordance with the schedule of Prices indicated in the Price Bid and made part of this Tender.
- b) If our Bid is accepted, we undertake to complete the project within the scheduled time lines.
- c) We confirm that this offer is valid for 180 from the date of submission of the bid of to the UADD Bhopal.
- d) This Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.
- e) We agree that the UADD Bhopal is not bound to accept the lowest Bid or any Bid, or the UADD may reject all bids.
- f) I/We agree to all the terms & conditions as mentioned above & in the bidding document and submit that we have not submitted any deviations in this regard.

Dated this.....by 2025

Name of Bidder (Agency/
Company's name): Authorised
Signatory (Name)
Phone Number including Mobile Number:
E-mail:

Annexure-4.2 – Financial Bid Form:

Directorate Urban Administration and Development M.P.					
	NIT No			Date	
Name of Work		Empanelment of Chartered Accountants' Agency/Firm for ULBs (Urban Local Bodies) Audit as per Municipal Accounting system			
Name of the Bidder/ Bidding Firm/ Company/Agency:					
Cluster No for which bidder participated (Bidder can participate in more than one Cluster, but maximum in 2 cluster.)					
Cluster No. -01 (Bhopal + Narmadapuram)					
S.No.	Deliverables (A)	Rate Per unit cost Inclusive All Taxes except GST (B)	Quantity (C)	Unit (D)	Total Amount Inclusive All Taxes except GST E= (B) X (C)
1	Financial Audit and other work as per RFP for (Million plus population) Nagar Nigam		1	Numbers	0
2	Financial Audit and other work as per RFP for (Non- Million plus population) Nagar Nigam		1	Numbers	0
3	Financial Audit and other work as per RFP for Nagar Palika		22	Numbers	0
4	Financial Audit and other work as per RFP for Nagar Parishad		41	Numbers	0
5	Credit Rating/ Score work as per RFP for Nagar Nigam		1	Numbers	0
6	Credit Rating/ Score work as per RFP for Nagar Palika		1	Numbers	0
7	Credit Rating/ Score work as per RFP for Nagar Parishad		1	Numbers	0
Grand Total for Cluster No. -01					0
Cluster No. -02 (Gwalior + Chambal)					
S.No.	Deliverables (A)	Rate Per unit cost Inclusive All Taxes except GST (B)	Quantity (C)	Unit (D)	Total Amount Inclusive All Taxes except GST E= (B) X (C)
1	Financial Audit and other work as per RFP for (Million plus population) Nagar Nigam		1	Lump-sum for one Cluster	0

Empanelment of Chartered Accountants' Agency/Firm for ULBs (Urban Local Bodies) Audit as per Municipal Accounting system

2	Financial Audit and other work as per RFP for (Non- Million plus population) Nagar Nigam		1	Numbers	0
3	Financial Audit and other work as per RFP for Nagar Palika		13	Lump-sum for one Cluster	0
4	Financial Audit and other work as per RFP for Nagar Parishad		44	Numbers	0
5	Credit Rating/ Score work as per RFP for Nagar Nigam		1	Numbers	0
6	Credit Rating/ Score work as per RFP for Nagar Palika		1	Numbers	0
7	Credit Rating/ Score work as per RFP for Nagar Parishad		1	Numbers	0

Grand Total for Cluster No. -02

0

Cluster No. -03 (Indore)

S.No.	Deliverables (A)	Rate Per unit cost Inclusive All Taxes except GST (B)	Quantity (C)	Unit (D)	Total Amount Inclusive All Taxes except GST E= (B) X (C)
1	Financial Audit and other work as per RFP for (Million plus population) Nagar Nigam		1	Numbers	0
2	Financial Audit and other work as per RFP for (Non- Million plus population) Nagar Nigam		2	Numbers	0
3	Financial Audit and other work as per RFP for Nagar Palika		11	Numbers	0
4	Financial Audit and other work as per RFP for Nagar Parishad		41	Numbers	0
5	Credit Rating/ Score work as per RFP for Nagar Nigam		1	Numbers	0
6	Credit Rating/ Score work as per RFP for Nagar Palika		1	Numbers	0
7	Credit Rating/ Score work as per RFP for Nagar Parishad		1	Numbers	0

Grand Total for Cluster No. -03

0

Cluster No. -04 (Jabalpur)

S.No.	Deliverables (A)	Rate Per unit cost Inclusive All Taxes except GST (B)	Quantity (C)	Unit (D)	Total Amount Inclusive All Taxes except GST E= (B) X (C)
1	Financial Audit and other work as per RFP for (Million plus population) Nagar Nigam		1	Numbers	0

Empanelment of Chartered Accountants' Agency/Firm for ULBs (Urban Local Bodies) Audit as per Municipal Accounting system

2	Financial Audit and other work as per RFP for (Non- Million plus population) Nagar Nigam		2	Numbers	0
3	Financial Audit and other work as per RFP for Nagar Palika		19	Numbers	0
4	Financial Audit and other work as per RFP for Nagar Parishad		34	Numbers	0
5	Credit Rating/ Score work as per RFP for Nagar Nigam		1	Numbers	0
6	Credit Rating/ Score work as per RFP for Nagar Palika		1	Numbers	0
7	Credit Rating/ Score work as per RFP for Nagar Parishad		1	Numbers	0

Grand Total for Cluster No. -04

0

Cluster No. -05 (Rewa + Shahdol)

S.No.	Deliverables (A)	Rate Per unit cost Inclusive All Taxes except GST (B)	Quantity (C)	Unit (D)	Total Amount Inclusive All Taxes except GST E= (B) X (C)
1	Financial Audit and other work as per RFP for (Million plus population) Nagar Nigam		1	Numbers	0
2	Financial Audit and other work as per RFP for (Non- Million plus population) Nagar Nigam		3	Numbers	0
3	Financial Audit and other work as per RFP for Nagar Palika		10	Numbers	0
4	Financial Audit and other work as per RFP for Nagar Parishad		41	Numbers	0
5	Credit Rating/ Score work as per RFP for Nagar Nigam		1	Numbers	0
6	Credit Rating/ Score work as per RFP for Nagar Palika		1	Numbers	0
7	Credit Rating/ Score work as per RFP for Nagar Parishad		1	Numbers	0

Grand Total for Cluster No. -05

0

Cluster No. -06 (Sagar)

S.No.	Deliverables (A)	Rate Per unit cost Inclusive All Taxes except GST (B)	Quantity (C)	Unit (D)	Total Amount Inclusive All Taxes except GST E= (B) X (C)
1	Financial Audit and other work as per RFP for (Million plus population) Nagar Nigam		1	Numbers	0

Empanelment of Chartered Accountants' Agency/Firm for ULBs (Urban Local Bodies) Audit as per Municipal Accounting system

2	Financial Audit and other work as per RFP for (Non- Million plus population) Nagar Nigam		1	Numbers	0
3	Financial Audit and other work as per RFP for Nagar Palika		13	Numbers	0
4	Financial Audit and other work as per RFP for Nagar Parishad		44	Numbers	0
5	Credit Rating/ Score work as per RFP for Nagar Nigam		1	Numbers	0
6	Credit Rating/ Score work as per RFP for Nagar Palika		1	Numbers	0
7	Credit Rating/ Score work as per RFP for Nagar Parishad		1	Numbers	0
Grand Total for Cluster No. -06					0
Cluster No. -07 (Ujjain)					
S.No.	Deliverables (A)	Rate Per unit cost Inclusive All Taxes except GST (B)	Quantity (C)	Unit (D)	Total Amount Inclusive All Taxes except GST E= (B) X (C)
1	Financial Audit and other work as per RFP for (Million plus population) Nagar Nigam		1	Numbers	0
2	Financial Audit and other work as per RFP for (Non- Million plus population) Nagar Nigam		3	Numbers	0
3	Financial Audit and other work as per RFP for Nagar Palika		10	Numbers	0
4	Financial Audit and other work as per RFP for Nagar Parishad		54	Numbers	0
5	Credit Rating/ Score work as per RFP for Nagar Nigam		1	Numbers	0
6	Credit Rating/ Score work as per RFP for Nagar Palika		1	Numbers	0
7	Credit Rating/ Score work as per RFP for Nagar Parishad		1	Numbers	0
Grand Total for Cluster No. -07					0

Note: Bidders are advised that the financial bid should not be included in the technical bid. It should be submitted separately online only, otherwise, it will be rejected.

12.5 Annexure-5: Self-Declaration

{To be submitted on the letter head of the bidder}

To,
The Commissioner, UADD
Palika Bhavan, Main Rd 1,
No 6 Locality, Palika Bhavan,
Bhopal, Madhya Pradesh,
Pin- 462016

Date:.....

In response to the Tender Ref. No..... dated..... for providing services of high skill Resources, as an Owner/ Partner/ Director/Auth. Sign. Of..... , I/ We hereby declare that presently our Company/ agency , at the time of bidding:

- I. Possess the necessary resources and competence required by the Bidding Document issued by the UADD;
- II. Have fulfilled my/ our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
- III. is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central government/ PSU/ UT.
- IV. Does not have any previous transgressions with any entity in India or any other country during the last three years.
- V. Does not have any debarment or blacklisting by any other govt. department/organization/ society in the last three year.
- VI. Is not insolvent in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and is not the subject of legal proceedings for any of the foregoing reasons;
- VII. Does not have, and our directors and officers not have been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations asto their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the Tender Process, or not have been otherwise disqualified pursuant to debarment proceedings;
- VIII. Does not have a conflict of interest as mentioned in the bidding document which materially affects the fair competition.
- IX. Will comply with the code of integrity as specified in the bidding document.
- X. We hereby accept all terms and conditions given in the RFP document.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken as per the provisions of the applicable Act and Rules thereto prescribed by GoMP, my/ our security may be forfeiture in full and our proposal, to the extent accepted, may be cancelled.

Thanking you,

Authorized Signature {In full and initials with Seal}:

Name and Title of Signatory:

Name of Bidder (Agency/ Company's name):

In the capacity of:

Address:

Contact information (phone and e-mail):

Date & Place:

12.6 Annexure-6: CA Certificate format for Turnover (Indicative)

To,
 The Commissioner, UADD
 Palika Bhavan, Main Rd 1,
 No 6 Locality, Palika Bhavan,
 Bhopal, Madhya Pradesh,
 Pin- 462016

Date:.....

Sub: Certificate regarding Turnover in India during last three financial years i.e. FY 2021-22, FY 2022-23 and FY 2023-24.

Dear Sir,

We have examined the books of account and other relevant records of <<Bidder's Name & registered Address>> based on such examination and according to the information and explanation given to us, and best of our knowledge and belief, we hereby certify the details given below FY 2021-22, FY 2022-23 and FY 2023-24.

S#	Financial Year	Annual Turnover in India
01	2021-22	
02	2022-23	
03	2023-24	
	Total	
	Average Turnover of these three F/Y	

For and on behalf of
 (Chartered Accountants)

Firm Registration No

Membership No.....

UDIN No.....

Place.....

Date:.....

12.7 Annexure-7- Indicative Format for POWER OF ATTORNEY FOR SIGNING OF PROPOSAL

(It should be included with Technical Bid)

Power of Attorney

Know all men by these presents, we _____ (name and address of the registered office) do hereby constitute, appoint and authorize Mr. I Ms. _____ (name and residential address) who is presently employed with us and holding the position of as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our bid for the project envisaging documents and providing information I responses to UADD, representing us in all matters before UADD, and generally dealing with UADD in all matters in connection with our bid for "Empanelment of Chartered Accountants' Agency/Firm for ULBs (Urban Local Bodies) Audit as per Municipal Accounting system" (hereinafter referred to as the "Project").

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

For.....

Accepted

_____ (signature)

(Name, Title and Address) of the Attorney

Note: 1) The mode of execution of the Power of Attorney should be in accordance with the procedure if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.

2) In case the bid is signed by one of the shareholding directors of the company then Board Resolution will be acceptable in place of POA.

12.8 Annexure-8- Division wise ULBs details

Serial No.	Division Name	Districts	ULB Description	ULB TYPE
1	Bhopal	BHOPAL	Berasia Nagar Palika	Nagar Palika
2	Bhopal	SEHORE	Sehore Nagar Palika	Nagar Palika
3	Bhopal	SEHORE	Ichawar Nagar Parishad	Nagar Parishad
4	Bhopal	SEHORE	Astha Nagar Palika	Nagar Palika
5	Bhopal	SEHORE	Budni Nagar Parishad	Nagar Parishad
6	Bhopal	SEHORE	Jawar Nagar Parishad	Nagar Parishad
7	Bhopal	SEHORE	Nasrullaganj Nagar Parish	Nagar Parishad
8	Bhopal	SEHORE	Rehati Nagar Parishad	Nagar Parishad
9	Bhopal	SEHORE	Kothari Nagar Parishad	Nagar Parishad
10	Bhopal	SEHORE	Shahganj Nagar Parishad	Nagar Parishad
11	Bhopal	RAISEN	Raisen Nagar Palika	Nagar Palika
12	Bhopal	RAISEN	Obaidullaganj Nagar Paris	Nagar Parishad
13	Bhopal	RAISEN	Begamganj Nagar Palika	Nagar Palika
14	Bhopal	RAISEN	Sultanpur Nagar Parishad	Nagar Parishad
15	Bhopal	RAISEN	Mandideep Nagar Palika	Nagar Palika
16	Bhopal	RAISEN	Bareli Nagar Parishad	Nagar Parishad
17	Bhopal	RAISEN	Badi Nagar Parishad	Nagar Parishad
18	Bhopal	RAISEN	Sanchi Nagar Parishad	Nagar Parishad
19	Bhopal	RAISEN	Udaypura Nagar Parishad	Nagar Parishad
20	Bhopal	RAISEN	Silwani Nagar Parishad	Nagar Parishad
21	Bhopal	RAISEN	Gairatganj Nagar Parishad	Nagar Parishad
22	Bhopal	VIDISHA	Vidisha Nagar Palika	Nagar Palika
23	Bhopal	VIDISHA	Kurwai Nagar Parishad	Nagar Parishad
24	Bhopal	VIDISHA	Ganj Bosoda Nagar Palika	Nagar Palika
25	Bhopal	VIDISHA	Lateri Nagar Parishad	Nagar Parishad
26	Bhopal	VIDISHA	Sironj Nagar Palika	Nagar Palika
27	Bhopal	VIDISHA	Shamshabad Nagar Parishad	Nagar Parishad
28	Bhopal	RAJGARH	Rajgarh Nagar Palika	Nagar Palika

Empanelment of Chartered Accountants' Agency/Firm for ULBs (Urban Local Bodies) Audit as per Municipal Accounting system

29	Bhopal	RAJGARH	Jeerapur Nagar Parishad	Nagar Parishad
30	Bhopal	RAJGARH	Narsingarh Nagar Palika	Nagar Palika
31	Bhopal	RAJGARH	Kurawar Nagar Parishad	Nagar Parishad
32	Bhopal	RAJGARH	Sarangpur Nagar Palika	Nagar Palika
33	Bhopal	RAJGARH	Khilchipur Nagar Parishad	Nagar Parishad
34	Bhopal	RAJGARH	Biaora Nagar Palika	Nagar Palika
35	Bhopal	RAJGARH	Talen Nagar Parishad	Nagar Parishad
36	Bhopal	RAJGARH	Boda Nagar Parishad	Nagar Parishad
37	Bhopal	RAJGARH	Khujner Nagar Parishad	Nagar Parishad
38	Bhopal	RAJGARH	Pachore Nagar Parishad	Nagar Parishad
39	Bhopal	RAJGARH	Suthalia Nagar Parishad	Nagar Parishad
40	Bhopal	RAJGARH	Machalpur Nagar Parishad	Nagar Parishad
41	Bhopal	RAJGARH	Chhapiheda Nagar Parishad	Nagar Parishad
42	Bhopal	Raisen	Devari Nagar Parishad (RAISEN)	Nagar Parishad
43	Chambal	BHIND	Bhind Nagar Palika	Nagar Palika
44	Chambal	BHIND	Mehgaon Nagar Parishad	Nagar Parishad
45	Chambal	BHIND	Gohad Nagar Palika	Nagar Palika
46	Chambal	BHIND	Lahar Nagar Parishad	Nagar Parishad
47	Chambal	BHIND	Gormi Nagar Parishad	Nagar Parishad
48	Chambal	BHIND	Akoda Nagar Parishad	Nagar Parishad
49	Chambal	BHIND	Mihona Nagar Parishad	Nagar Parishad
50	Chambal	BHIND	Alampur Nagar Parishad	Nagar Parishad
51	Chambal	BHIND	Daboha Nagar Parishad	Nagar Parishad
52	Chambal	BHIND	Mau Nagar Parishad	Nagar Parishad
53	Chambal	BHIND	Phoopkala Nagar Parishad	Nagar Parishad
54	Chambal	MORENA	Morena Nagar Nigam	Nagar Nigam
55	Chambal	MORENA	Ambah Nagar Palika	Nagar Palika
56	Chambal	MORENA	Jora Nagar Parishad	Nagar Parishad
57	Chambal	MORENA	Porsa Nagar Palika	Nagar Palika
58	Chambal	MORENA	Kailaras Nagar Parishad	Nagar Parishad
59	Chambal	MORENA	Sabalgah Nagar Palika	Nagar Palika

Empanelment of Chartered Accountants' Agency/Firm for ULBs (Urban Local Bodies) Audit as per Municipal Accounting system

60	Chambal	MORENA	Jhundpura Nagar Parishad	Nagar Parishad
61	Chambal	MORENA	Bamor Nagar Parishad	Nagar Parishad
62	Chambal	SHEOPUR KALAN	Sheopur Kalan Nagar Palik	Nagar Palika
63	Chambal	SHEOPUR KALAN	Vijaypur Nagar Parishad	Nagar Parishad
64	Chambal	SHEOPUR KALAN	Baroda Nagar Parishad	Nagar Parishad
65	Chambal	BHIND	Ron Nagar Parishad	Nagar Parishad
66	Chambal	BHIND	Malanpur Nagar Parishad	Nagar Parishad
67	Gwalior	GWALIOR	Gwalior Nagar Nigam	Nagar Nigam
68	Gwalior	GWALIOR	Dabra Nagar Palika	Nagar Palika
69	Gwalior	GWALIOR	Pichhor Nagar Parishad	Nagar Parishad
70	Gwalior	GWALIOR	Billowa Nagar Parishad	Nagar Parishad
71	Gwalior	GWALIOR	Aantri Nagar Parishad	Nagar Parishad
72	Gwalior	GWALIOR	Nagar Parishad Bhitwar	Nagar Parishad
73	Gwalior	SHIVPURI	Shivpuri Nagar Palika	Nagar Palika
74	Gwalior	SHIVPURI	Karera Nagar Parishad	Nagar Parishad
75	Gwalior	SHIVPURI	Kolaras Nagar Parishad	Nagar Parishad
76	Gwalior	SHIVPURI	Khaniadhana Nagar Parisha	Nagar Parishad
77	Gwalior	SHIVPURI	Pichor Nagar Parishad	Nagar Parishad
78	Gwalior	SHIVPURI	Badarvas Nagar Parishad	Nagar Parishad
79	Gwalior	SHIVPURI	Narwar Nagar Parishad	Nagar Parishad
80	Gwalior	SHIVPURI	Bairad Nagar Parishad	Nagar Parishad
81	Gwalior	GUNA	Guna Nagar Palika	Nagar Palika
82	Gwalior	GUNA	Chachodabinaganj Nagar Pa	Nagar Parishad
83	Gwalior	GUNA	Raghogarh Nagar Palika	Nagar Palika
84	Gwalior	GUNA	Aron Nagar Parishad	Nagar Parishad
85	Gwalior	GUNA	Kumbhraj Nagar Parishad	Nagar Parishad
86	Gwalior	ASHOK NAGAR	Ashok Nagar Nagar Palika	Nagar Palika
87	Gwalior	ASHOK NAGAR	Mungawali Nagar Parishad	Nagar Parishad
88	Gwalior	ASHOK NAGAR	Chanderi Nagar Palika	Nagar Palika
89	Gwalior	ASHOK NAGAR	Esagarh Nagar Parishad	Nagar Parishad
90	Gwalior	DATIA	Datia Nagar Palika	Nagar Palika

Empanment of Chartered Accountants' Agency/Firm for ULBs (Urban Local Bodies) Audit as per Municipal Accounting system

91	Gwalior	DATIA	Bhander Nagar Parishad	Nagar Parishad
92	Gwalior	DATIA	Indargarh Nagar Parishad	Nagar Parishad
93	Gwalior	DATIA	Sewda Nagar Parishad	Nagar Parishad
94	Gwalior	DATIA	Badoni Nagar Parishad	Nagar Parishad
95	Gwalior	GWALIOR	Mohona Nagar Parishad	Nagar Parishad
96	Gwalior	ASHOK NAGAR	Shadora Nagar Parishad	Nagar Parishad
97	Gwalior	ASHOK NAGAR	Piprai Nagar Parishad	Nagar Parishad
98	Gwalior	SHIVPURI	Pohri Nagar Parishad	Nagar Parishad
99	Gwalior	SHIVPURI	Mangroni Nagar Parishad	Nagar Parishad
100	Gwalior	GUNA	Madhusudangadh Nagar Pari	Nagar Parishad
101	Gwalior	SHIVPURI	Rannod Nagar Parishad	Nagar Parishad
102	Indore	INDORE	Indore Nagar Nigam	Nagar Nigam
103	Indore	INDORE	Depalpur Nagar Parishad	Nagar Parishad
104	Indore	INDORE	Sawer Nagar Parishad	Nagar Parishad
105	Indore	INDORE	Gautampura Nagar Parishad	Nagar Parishad
106	Indore	INDORE	Betma Nagar Parishad	Nagar Parishad
107	Indore	INDORE	Rau Nagar Parishad	Nagar Parishad
108	Indore	INDORE	Hathod Nagar Parishad	Nagar Parishad
109	Indore	INDORE	Manpur Nagar Parishad	Nagar Parishad
110	Indore	DHAR	Dhar Nagar Palika	Nagar Palika
111	Indore	DHAR	Rajgarh Nagar Parishad	Nagar Parishad
112	Indore	DHAR	Manawar Nagar Palika	Nagar Palika
113	Indore	DHAR	Kukshi Nagar Parishad	Nagar Parishad
114	Indore	DHAR	Pithampur Nagar Palika	Nagar Palika
115	Indore	DHAR	Badnawar Nagar Parishad	Nagar Parishad
116	Indore	DHAR	Dharampuri Nagar Parishad	Nagar Parishad
117	Indore	DHAR	Dhamnod (Dhar) Parishad	Nagar Parishad
118	Indore	DHAR	Sardarpur Nagar Parishad	Nagar Parishad
119	Indore	DHAR	Mandav Nagar Parishad	Nagar Parishad

Empanelment of Chartered Accountants' Agency/Firm for ULBs (Urban Local Bodies) Audit as per Municipal Accounting system

120	Indore	DHAR	Dahi Nagar Parishad	Nagar Parishad
121	Indore	BADWANI	Sendhwa Nagar Palika	Nagar Palika
122	Indore	BADWANI	Anjad Nagar Parishad	Nagar Parishad
123	Indore	BADWANI	Badwani Nagar Palika	Nagar Palika
124	Indore	BADWANI	Rajpur Nagar Parishad	Nagar Parishad
125	Indore	BADWANI	Khetai Nagar Parishad	Nagar Parishad
126	Indore	BADWANI	Pansema Nagar Parishad	Nagar Parishad
127	Indore	BADWANI	Palsood Nagar Parishad	Nagar Parishad
128	Indore	JHABUA	Jhabua Nagar Palika	Nagar Palika
129	Indore	JHABUA	Thandla Nagar Parishad	Nagar Parishad
130	Indore	JHABUA	Petlawad Nagar Parishad	Nagar Parishad
131	Indore	JHABUA	Ranapur Nagar Parishad	Nagar Parishad
132	Indore	JHABUA	Meghnagar Nagar Parishad	Nagar Parishad
133	Indore	ALIRAJPUR	Alirajpur Nagar Palika	Nagar Palika
134	Indore	ALIRAJPUR	Jobat Nagar Parishad	Nagar Parishad
135	Indore	ALIRAJPUR	Chandra Shekhar Azad Ngr	Nagar Parishad
136	Indore	KHARGONE	Khargone Nagar Palika	Nagar Palika
137	Indore	KHARGONE	Mandaleswar Nagar Parish	Nagar Parishad
138	Indore	KHARGONE	Sanavad Nagar Palika	Nagar Palika
139	Indore	KHARGONE	Kasrawad Nagar Parishad	Nagar Parishad
140	Indore	KHARGONE	Barwaha Nagar Palika	Nagar Palika
141	Indore	KHARGONE	Bhikangaon Nagar Parishad	Nagar Parishad
142	Indore	KHARGONE	Maheshwar Nagar Parishad	Nagar Parishad
143	Indore	KHARGONE	Karhi and Pandiya Khurd N	Nagar Parishad
144	Indore	KHANDWA	Khandwa Nagar Nigam	Nagar Nigam
145	Indore	KHANDWA	Mundi Nagar Parishad	Nagar Parishad
146	Indore	KHANDWA	Pandhana Nagar Parishad	Nagar Parishad
147	Indore	KHANDWA	Omkareswar Nagar Parishad	Nagar Parishad
148	Indore	KHANDWA	Channera Nagar Parishad	Nagar Parishad
149	Indore	BURHANPUR	Burhanpur Nagar Nigam	Nagar Nigam
150	Indore	BURHANPUR	Nepanagar Nagar Palika	Nagar Palika
151	Indore	BURHANPUR	Shahpur(Burhanpur)Parishad	Nagar Parishad

Empanelment of Chartered Accountants' Agency/Firm for ULBs (Urban Local Bodies) Audit as per Municipal Accounting system

152	Indore	INDORE	Mahugaon Nagar Parishad	Nagar Parishad
153	Indore	KHARGONE	Bistan Nagar Parishad	Nagar Parishad
154	Indore	BADWANI	Thikri Nagar Parishad	Nagar Parishad
155	Indore	DHAR	Gandhwani Nagar Parishad	Nagar Parishad
156	Indore	BADWANI	Nivali Buzurg Nagar Paris	Nagar Parishad
157	Indore	KHANDWA	Punasa Nagar Parishad	Nagar Parishad
158	Jabalpur	DINDORI	Dindori Nagar Parishad	Nagar Parishad
159	Jabalpur	JABALPUR	SHAHPURA (JABALPUR) PARISHAD	Nagar Parishad
160	Jabalpur	JABALPUR	Jabalpur Nagar Nigam	Nagar Nigam
161	Jabalpur	JABALPUR	Panagar Nagar Palika	Nagar Palika
162	Jabalpur	JABALPUR	Barela Nagar Parishad	Nagar Parishad
163	Jabalpur	JABALPUR	Sihora Nagar Palika	Nagar Palika
164	Jabalpur	JABALPUR	Bhedaghat Nagar Parishad	Nagar Parishad
165	Jabalpur	DINDORI	SHAHPURA (DINDORI) PARISHAD	Nagar Parishad
166	Jabalpur	JABALPUR	Patan Nagar Parishad	Nagar Parishad
167	Jabalpur	JABALPUR	Manjholi-JabalpurParishad	Nagar Parishad
168	Jabalpur	JABALPUR	Katangi(Jabalpur)Parishad	Nagar Parishad
169	Jabalpur	KATNI	Katni Nagar Nigam	Nagar Nigam
170	Jabalpur	KATNI	Barhi Nagar Parishad	Nagar Parishad
171	Jabalpur	KATNI	Kemore Nagar Parishad	Nagar Parishad
172	Jabalpur	KATNI	Vijayraghavgarh Nagar Par	Nagar Parishad
173	Jabalpur	BALAGHAT	Balaghat Nagar Palika	Nagar Palika
174	Jabalpur	BALAGHAT	Katangi(Balaghat)Parishad	Nagar Parishad
175	Jabalpur	BALAGHAT	Waraseoni Nagar Palika	Nagar Palika
176	Jabalpur	BALAGHAT	Baiher Nagar Parishad	Nagar Parishad
177	Jabalpur	BALAGHAT	Malaj Khand Nagar Palika	Nagar Palika
178	Jabalpur	BALAGHAT	Lanji Nagar Parishad	Nagar Parishad
179	Jabalpur	CHHINDWARA	Chhindwara Nagar Nigam	Nagar Nigam
180	Jabalpur	CHHINDWARA	Pandurna Nagar Palika	Nagar Palika
181	Jabalpur	CHHINDWARA	Haraai Nagar Parishad	Nagar Parishad
182	Jabalpur	CHHINDWARA	Junardeev Jamai Nagar Pali	Nagar Palika
183	Jabalpur	CHHINDWARA	Lodhikeda Nagar Parishad	Nagar Parishad

Empanelment of Chartered Accountants' Agency/Firm for ULBs (Urban Local Bodies) Audit as per Municipal Accounting system

184	Jabalpur	CHHINDWARA	Dongar Parasiya Nagar Pa	Nagar Palika
185	Jabalpur	CHHINDWARA	Newton Chikhli Kalan Nag	Nagar Parishad
186	Jabalpur	CHHINDWARA	Damua Nagar Palika	Nagar Palika
187	Jabalpur	CHHINDWARA	Chandametabutaria Nagar	Nagar Parishad
188	Jabalpur	CHHINDWARA	Chorai Nagar Palika	Nagar Palika
189	Jabalpur	CHHINDWARA	Mohagaon Nagar Parishad	Nagar Parishad
190	Jabalpur	CHHINDWARA	Amarwada Nagar Palika	Nagar Palika
191	Jabalpur	CHHINDWARA	Barkuhi Nagar Parishad	Nagar Parishad
192	Jabalpur	CHHINDWARA	Sonsar Nagar Palika	Nagar Palika
193	Jabalpur	CHHINDWARA	Pipla Narayanwar Nagar P	Nagar Parishad
194	Jabalpur	CHHINDWARA	Bichhua Nagar Parishad	Nagar Parishad
195	Jabalpur	CHHINDWARA	Chand Nagar Parishad	Nagar Parishad
196	Jabalpur	NARSINGHPUR	Narsinghpur Nagar Palika	Nagar Palika
197	Jabalpur	NARSINGHPUR	Tendukheda(Narsing)Parish	Nagar Parishad
198	Jabalpur	NARSINGHPUR	Gadarwada Nagar Palika	Nagar Palika
199	Jabalpur	NARSINGHPUR	Salichauka Nagar Parisha	Nagar Parishad
200	Jabalpur	NARSINGHPUR	Kareli Nagar Palika	Nagar Palika
201	Jabalpur	NARSINGHPUR	Saikhera Nagar Parishad	Nagar Parishad
202	Jabalpur	NARSINGHPUR	Gotegaon Nagar Palika	Nagar Palika
203	Jabalpur	NARSINGHPUR	Chichli Nagar Parishad	Nagar Parishad
204	Jabalpur	SEONI	Seoni Nagar Palika	Nagar Palika
205	Jabalpur	SEONI	Lakhnadoan Nagar Parisha	Nagar Parishad
206	Jabalpur	MANDLA	Mandla Nagar Palika	Nagar Palika
207	Jabalpur	MANDLA	Bamhani Banjar Nagar Pari	Nagar Parishad
208	Jabalpur	MANDLA	Nainpur Nagar Palika	Nagar Palika
209	Jabalpur	MANDLA	Niwas Nagar Parishad	Nagar Parishad
210	Jabalpur	MANDLA	Bichhiya Nagar Parishad	Nagar Parishad
211	Jabalpur	SEONI	Kewlari Nagar Parishad	Nagar Parishad
212	Jabalpur	SEONI	Chhapara Nagar Parishad	Nagar Parishad
213	Jabalpur	SEONI	Barghat Nagar Parishad	Nagar Parishad
214	Narmadapuram	HOSHNGABAD	Hoshangabad Nagar Palika	Nagar Palika
215	Narmadapuram	HOSHNGABAD	Babai Nagar Parishad	Nagar Parishad
216	Narmadapuram	HOSHNGABAD	Itarsi Nagar Palika	Nagar Palika

Empanelment of Chartered Accountants' Agency/Firm for ULBs (Urban Local Bodies) Audit as per Municipal Accounting system

217	Narmadapuram	HOSHNGABAD	Sohagpur Nagar Parishad	Nagar Parishad
218	Narmadapuram	HOSHNGABAD	Seoni Malwa Nagar Palika	Nagar Palika
219	Narmadapuram	HOSHNGABAD	Bankhedi Nagar Parishad	Nagar Parishad
220	Narmadapuram	HOSHNGABAD	Pipariya Nagar Palika	Nagar Palika
221	Narmadapuram	HARDA	Harda Nagar Palika	Nagar Palika
222	Narmadapuram	HARDA	Timarni Nagar Parishad	Nagar Parishad
223	Narmadapuram	HARDA	Khirkiya Nagar Parishad	Nagar Parishad
224	Narmadapuram	BETUL	Betul Nagar Palika	Nagar Palika
225	Narmadapuram	BETUL	Betul Bazar Nagar Parisha	Nagar Parishad
226	Narmadapuram	BETUL	Amla Nagar Palika	Nagar Palika
227	Narmadapuram	BETUL	Bhaindehi Nagar Parishad	Nagar Parishad
228	Narmadapuram	BETUL	Sarni Nagar Palika	Nagar Palika
229	Narmadapuram	BETUL	Athner Nagar Parishad	Nagar Parishad
230	Narmadapuram	BETUL	Multai Nagar Palika	Nagar Palika
231	Narmadapuram	BETUL	Chicholi Nagar Parishad	Nagar Parishad
232	Narmadapuram	BETUL	Ghoradongri Nagar Parishad	Nagar Parishad
233	Narmadapuram	BETUL	Shahpur Nagar Parishad	Nagar Parishad
234	Narmadapuram	HARDA	Sirali Nagar Parishad	Nagar Parishad
235	Rewa	REWA	Rewa Nagar Nigam	Nagar Nigam
236	Rewa	REWA	Baikuntpur Nagar Parishad	Nagar Parishad
237	Rewa	REWA	Mauganj Nagar Parishad	Nagar Parishad
238	Rewa	REWA	Thyother Nagar Parishad	Nagar Parishad
239	Rewa	REWA	Hanumana Nagar Parishad	Nagar Parishad
240	Rewa	REWA	Chakghat Nagar Parishad	Nagar Parishad
241	Rewa	REWA	Govindgarh Nagar Parishad	Nagar Parishad
242	Rewa	REWA	Nahi Gari Nagar Parishad	Nagar Parishad
243	Rewa	REWA	Sirmor Nagar Parishad	Nagar Parishad
244	Rewa	REWA	Mangava Nagar Parishad	Nagar Parishad
245	Rewa	REWA	Semariya Nagar Parishad	Nagar Parishad
246	Rewa	REWA	Gudh Nagar Parishad	Nagar Parishad
247	Rewa	SIDHI	Sidhi Nagar Palika	Nagar Palika

Empanelment of Chartered Accountants' Agency/Firm for ULBs (Urban Local Bodies) Audit as per Municipal Accounting system

248	Rewa	SIDHI	Churhat Nagar Parishad	Nagar Parishad
249	Rewa	SIDHI	Rampur Nekin Nagar Parish	Nagar Parishad
250	Rewa	SIDHI	Majholi (Rewa) Parishad	Nagar Parishad
251	Rewa	SINGRAULI	Singrauli Nagar Nigam	Nagar Nigam
252	Rewa	SATNA	Satna Nagar Nigam	Nagar Nigam
253	Rewa	SATNA	Meher Nagar Palika	Nagar Palika
254	Rewa	SATNA	Nagoad Nagar Parishad	Nagar Parishad
255	Rewa	SATNA	Birsingpur Nagar Parishad	Nagar Parishad
256	Rewa	SATNA	Jatwara Nagar Parishad	Nagar Parishad
257	Rewa	SATNA	Kothar Nagar Parishad	Nagar Parishad
258	Rewa	SATNA	Kothi Nagar Parishad	Nagar Parishad
259	Rewa	SATNA	Amarpatan Nagar Parishad	Nagar Parishad
260	Rewa	SATNA	Rampur Baghelan Nagar Par	Nagar Parishad
261	Rewa	SATNA	Uchehara Nagar Parishad	Nagar Parishad
262	Rewa	SATNA	Chitrakoot Nagar Parishad	Nagar Parishad
263	Rewa	SATNA	New Ramnagar Nagar Parish	Nagar Parishad
264	Rewa	REWA	DABHAURA NAGAR PARISHAD	Nagar Parishad
265	Rewa	Singrauli	Sarai Nagar Parishad	Nagar Parishad
266	Rewa	Singrauli	Bargavan (Singrauli) Nagar parishad	Nagar Parishad
267	Sagar	SAGAR	Sagar Nagar Nigam	Nagar Nigam
268	Sagar	SAGAR	Bina Etawa Nagar Palika	Nagar Palika
269	Sagar	SAGAR	Rahatgarh Nagar Parishad	Nagar Parishad
270	Sagar	SAGAR	Khurai Nagar Palika	Nagar Palika
271	Sagar	SAGAR	Banda Nagar Parishad	Nagar Parishad
272	Sagar	SAGAR	Garhakota Nagar Palika	Nagar Palika
273	Sagar	SAGAR	Shahpur(Sagar) Parishad	Nagar Parishad
274	Sagar	SAGAR	Rehali Nagar Palika	Nagar Palika
275	Sagar	SAGAR	Shahgarh Nagar Parishad	Nagar Parishad
276	Sagar	SAGAR	Devari Nagar Palika	Nagar Palika
277	Sagar	SAGAR	Makroniya Buzurg Nagar Pal	Nagar Palika
278	Sagar	DAMOH	Damoh Nagar Palika	Nagar Palika
279	Sagar	DAMOH	Tendukheda(Damoh)Parishad	Nagar Parishad

Empanelment of Chartered Accountants' Agency/Firm for ULBs (Urban Local Bodies) Audit as per Municipal Accounting system

280	Sagar	DAMOH	Hatta Nagar Palika	Nagar Palika
281	Sagar	DAMOH	Pathiriya Nagar Parishad	Nagar Parishad
282	Sagar	DAMOH	Hindoriya Nagar Parishad	Nagar Parishad
283	Sagar	DAMOH	Patera Nagar Parishad	Nagar Parishad
284	Sagar	PANNA	Panna Nagar Palika	Nagar Palika
285	Sagar	PANNA	Amanganj Nagar Parishad	Nagar Parishad
286	Sagar	PANNA	Devendranagar Nagar Paris	Nagar Parishad
287	Sagar	PANNA	Ajaygarh Nagar Parishad	Nagar Parishad
288	Sagar	PANNA	Kakarhatti Nagar Parishad	Nagar Parishad
289	Sagar	PANNA	Pawai Nagar Parishad	Nagar Parishad
290	Sagar	CHATARPUR	Chatarpur Nagar Palika	Nagar Palika
291	Sagar	CHATARPUR	Dhuwara Nagar Parishad	Nagar Parishad
292	Sagar	CHATARPUR	Nogaon Nagar Palika	Nagar Palika
293	Sagar	CHATARPUR	Satai Nagar Parishad	Nagar Parishad
294	Sagar	CHATARPUR	Maharajpur Nagar Palika	Nagar Palika
295	Sagar	CHATARPUR	Warigarh Nagar Parishad	Nagar Parishad
296	Sagar	CHATARPUR	Bijabar Nagar Parishad	Nagar Parishad
297	Sagar	CHATARPUR	Gadimalhara Nagar Parish	Nagar Parishad
298	Sagar	CHATARPUR	Baxwaha Nagar Parishad	Nagar Parishad
299	Sagar	CHATARPUR	Chandala Nagar Parishad	Nagar Parishad
300	Sagar	CHATARPUR	Badamalhara Nagar Parisha	Nagar Parishad
301	Sagar	CHATARPUR	Harpalpur Nagar Parishad	Nagar Parishad
302	Sagar	CHATARPUR	Lovkushnagar Nagar Parish	Nagar Parishad
303	Sagar	CHATARPUR	Khajuraho Nagar Parishad	Nagar Parishad
304	Sagar	CHATARPUR	Rajnagar Nagar Parishad	Nagar Parishad
305	Sagar	TIKAMGARH	Tikamgarh Nagar Palika	Nagar Palika
306	Sagar	NIWARI	Niwari Nagar Parishad	Nagar Parishad
307	Sagar	NIWARI	Prithvipur Nagar Parishad	Nagar Parishad
308	Sagar	TIKAMGARH	Baldevgarh Nagar Parishad	Nagar Parishad
309	Sagar	TIKAMGARH	Khargapur Nagar Parishad	Nagar Parishad

Empanement of Chartered Accountants' Agency/Firm for ULBs (Urban Local Bodies) Audit as per Municipal Accounting system

310	Sagar	TIKAMGARH	Palera Nagar Parishad	Nagar Parishad
311	Sagar	NIWARI	Jeronkhalsa Nagar Parisha	Nagar Parishad
312	Sagar	NIWARI	Taricharkala Nagar Parish	Nagar Parishad
313	Sagar	TIKAMGARH	Jatara Nagar Parishad	Nagar Parishad
314	Sagar	TIKAMGARH	Lidhorakhas Nagar Parisha	Nagar Parishad
315	Sagar	TIKAMGARH	Badagaon(Tikamgd)Parishad	Nagar Parishad
316	Sagar	TIKAMGARH	Kari Nagar Parishad	Nagar Parishad
317	Sagar	NIWARI	Orcha Nagar Parishad	Nagar Parishad
318	Sagar	SAGAR	Malthone Nagar Parishad	Nagar Parishad
319	Sagar	SAGAR	Bhandri Nagar Parishad	Nagar Parishad
320	Sagar	SAGAR	Bilhara Nagar Parishad	Nagar Parishad
321	Sagar	SAGAR	Surkhi Nagar Parishad	Nagar Parishad
322	Sagar	PANNA	Gunnor Nagar Parishad	Nagar Parishad
323	Sagar	Sagar	Barodiyakalan Nagar Parishad	Nagar Parishad
324	Sagar	SAGAR	karrapur Nagar Parishad	Nagar Parishad
325	Shahdol	SHAHDOL	Shahdol Nagar Palika	Nagar Palika
326	Shahdol	SHAHDOL	Bhudhar Nagar Parishad	Nagar Parishad
327	Shahdol	SHAHDOL	Dhanpuri Nagar Palika	Nagar Palika
328	Shahdol	SHAHDOL	Byohari Nagar Parishad	Nagar Parishad
329	Shahdol	SHAHDOL	Jaysingnagar Nagar Parish	Nagar Parishad
330	Shahdol	SHAHDOL	Khad Nagar Parishad	Nagar Parishad
331	Shahdol	ANUPPUR	Anuppur Nagar Palika	Nagar Palika
332	Shahdol	ANUPPUR	Jaithari Nagar Parishad	Nagar Parishad
333	Shahdol	ANUPPUR	Kotma Nagar Palika	Nagar Palika
334	Shahdol	ANUPPUR	Amarkantak Nagar Parishad	Nagar Parishad
335	Shahdol	ANUPPUR	Pasan Nagar Palika	Nagar Palika
336	Shahdol	ANUPPUR	Bijuri Nagar Palika	Nagar Palika
337	Shahdol	UMARIA	Umaria Nagar Palika	Nagar Palika
338	Shahdol	UMARIA	Chandia Nagar Parishad	Nagar Parishad
339	Shahdol	UMARIA	Pali Nagar Palika	Nagar Palika
340	Shahdol	UMARIA	Norojabad Nagar Parishad	Nagar Parishad

Empanelment of Chartered Accountants' Agency/Firm for ULBs (Urban Local Bodies) Audit as per Municipal Accounting system

341	Shahdol	SHAHDOL	Bakho Nagar Parishad	Nagar Parishad
342	Shahdol	UMARIA	Manpur Nagar Parishad (Shahdol)	Nagar Parishad
343	Shahdol	ANUPPUR	Dola Nagar Parishad	Nagar Parishad
344	Shahdol	ANUPPUR	Bangaavan Nagar Parishad	Nagar Parishad
345	Shahdol	ANUPPUR	Doomarkachhar Nagar Paris	Nagar Parishad
346	Shahdol	Anuppur	Bargawan (Amlai) Nagar Parishad	Nagar Parishad
347	Ujjain	UJJAIN	Ujjain Nagar Nigam	Nagar Nigam
348	Ujjain	UJJAIN	Badnagar Nagar Palika	Nagar Palika
349	Ujjain	UJJAIN	Tarana Nagar Parishad	Nagar Parishad
350	Ujjain	UJJAIN	Mahidpur Nagar Palika	Nagar Palika
351	Ujjain	UJJAIN	Unhel Nagar Parishad	Nagar Parishad
352	Ujjain	UJJAIN	Khachrod Nagar Palika	Nagar Palika
353	Ujjain	UJJAIN	Makdon Nagar Parishad	Nagar Parishad
354	Ujjain	UJJAIN	Nagda Nagar Palika	Nagar Palika
355	Ujjain	NEEMACH	Manasha Nagar Parishad	Nagar Parishad
356	Ujjain	NEEMACH	Neemuch Nagar Palika	Nagar Palika
357	Ujjain	NEEMACH	Rampura Nagar Parishad	Nagar Parishad
358	Ujjain	NEEMACH	Javad Nagar Parishad	Nagar Parishad
359	Ujjain	NEEMACH	Jeeran Nagar Parishad	Nagar Parishad
360	Ujjain	NEEMACH	Ratangarh Nagar Parishad	Nagar Parishad
361	Ujjain	NEEMACH	Singoli Nagar Parishad	Nagar Parishad
362	Ujjain	NEEMACH	Diken Nagar Parishad	Nagar Parishad
363	Ujjain	NEEMACH	Kukdeswar Nagar Parishad	Nagar Parishad
364	Ujjain	NEEMACH	Nayagaon Nagar Parishad	Nagar Parishad
365	Ujjain	NEEMACH	Athana Nagar Parishad	Nagar Parishad
366	Ujjain	NEEMACH	Sarwaniya Maharaj Nagar P	Nagar Parishad
367	Ujjain	DEWAS	Dewas Nagar Nigam	Nagar Nigam
368	Ujjain	DEWAS	Kannod Nagar Parishad	Nagar Parishad
369	Ujjain	DEWAS	Sonkatch Nagar Parishad	Nagar Parishad
370	Ujjain	DEWAS	Khategaon Nagar Parishad	Nagar Parishad

Empanement of Chartered Accountants' Agency/Firm for ULBs (Urban Local Bodies) Audit as per Municipal Accounting system

371	Ujjain	DEWAS	Hatpipalia Nagar Parishad	Nagar Parishad
372	Ujjain	DEWAS	Bagali Nagar Parishad	Nagar Parishad
373	Ujjain	DEWAS	Bhorsa Nagar Parishad	Nagar Parishad
374	Ujjain	DEWAS	Karnavad Nagar Parishad	Nagar Parishad
375	Ujjain	DEWAS	Kantafod Nagar Parishad	Nagar Parishad
376	Ujjain	DEWAS	Loharda Nagar Parishad	Nagar Parishad
377	Ujjain	DEWAS	Satvas Nagar Parishad	Nagar Parishad
378	Ujjain	DEWAS	Tonkhurd nagar parishad	Nagar Parishad
379	Ujjain	DEWAS	Pipalrawa Nagar Parishad	Nagar Parishad
380	Ujjain	DEWAS	Nemawar Nagar Parishad	Nagar Parishad
381	Ujjain	SHAJAPUR	Shajapur Nagar Palika	Nagar Palika
382	Ujjain	SHAJAPUR	Maksi Nagar Parishad	Nagar Parishad
383	Ujjain	SHAJAPUR	Shujalpur Nagar Palika	Nagar Palika
384	Ujjain	SHAJAPUR	Akodiya Nagar Parishad	Nagar Parishad
385	Ujjain	SHAJAPUR	Polay Kala Nagar Parishad	Nagar Parishad
386	Ujjain	SHAJAPUR	Pankhedi Nagar Parishad	Nagar Parishad
387	Ujjain	AGAR	Agar Nagar Palika	Nagar Palika
388	Ujjain	AGAR	Nalkheda Nagar Parishad	Nagar Parishad
389	Ujjain	AGAR	Barod Nagar Parishad	Nagar Parishad
390	Ujjain	AGAR	Kanad Nagar Parishad	Nagar Parishad
391	Ujjain	AGAR	Susner Nagar Parishad	Nagar Parishad
392	Ujjain	AGAR	Soyatkala Nagar Parishad	Nagar Parishad
393	Ujjain	AGAR	Badagaon Nagar Parishad(Agar)	Nagar Parishad
394	Ujjain	RATLAM	Ratlam Nagar Nigam	Nagar Nigam
395	Ujjain	RATLAM	Jawara Nagar Palika	Nagar Palika
396	Ujjain	RATLAM	Taal Nagar Parishad	Nagar Parishad
397	Ujjain	RATLAM	Selana Nagar Parishad	Nagar Parishad
398	Ujjain	RATLAM	Aalot Nagar Parishad	Nagar Parishad
399	Ujjain	RATLAM	Namli Nagar Parishad	Nagar Parishad

Empanelment of Chartered Accountants' Agency/Firm for ULBs (Urban Local Bodies) Audit as per Municipal Accounting system

400	Ujjain	RATLAM	Badawada Nagar Parishad	Nagar Parishad
401	Ujjain	RATLAM	Piplodha Nagar Parishad	Nagar Parishad
402	Ujjain	RATLAM	Dhamnod(Ratlam)Parishad	Nagar Parishad
403	Ujjain	MANDSAUR	Mandsaur Nagar Palika	Nagar Palika
404	Ujjain	MANDSAUR	Shyamgarh Nagar Parishad	Nagar Parishad
405	Ujjain	MANDSAUR	Sitamahu Nagar Parishad	Nagar Parishad
406	Ujjain	MANDSAUR	Pipaliya Mandi Nagar Pari	Nagar Parishad
407	Ujjain	MANDSAUR	Narayangarh Nagar Parisha	Nagar Parishad
408	Ujjain	MANDSAUR	Malhargarh Nagar Parishad	Nagar Parishad
409	Ujjain	MANDSAUR	Bhanpura Nagar Parishad	Nagar Parishad
410	Ujjain	MANDSAUR	Nagari Nagar Parishad	Nagar Parishad
411	Ujjain	MANDSAUR	Garot Nagar Parishad	Nagar Parishad
412	Ujjain	MANDSAUR	Suwasra Nagar Parishad	Nagar Parishad
413	Ujjain	MANDSAUR	Bhainsoda Mandi Nagar Parishad	Nagar Parishad

12.9 Annexure-9- Cluster wise ULBs Details

S.No	Division	Cluster	ULB Type	No of ULBs
1	Bhopal + Narmadapuram	Cluster -1	Nagar Parisad	41
			Nagar Palika Parisad	22
			Nagar Palik Nigam	1
2	Gwalior + Chambal	Cluster -2	Nagar Parisad	44
			Nagar Palika Parisad	13
			Nagar Palik Nigam	2
3	Indore	Cluster -3	Nagar Parisad	41
			Nagar Palika Parisad	11
			Nagar Palik Nigam	3
4	Jabalpur	Cluster - 4	Nagar Parisad	34
			Nagar Palika Parisad	19
			Nagar Palik Nigam	3
5	Rewa + Shahdol	Cluster -5	Nagar Parisad	41
			Nagar Palika Parisad	10
			Nagar Palik Nigam	3
6	Sagar	Cluster -6	Nagar Parisad	44
			Nagar Palika Parisad	13
			Nagar Palik Nigam	1
7	Ujjain	Cluster -7	Nagar Parisad	54
			Nagar Palika Parisad	10
			Nagar Palik Nigam	3
	Total			413

12.10 Annexure-10- Undertaking Regarding Local Office

To,

Commissioner UADD,
Palika Bhawan
Bhopal (MP)

Reference: NIT No: _____ Dated: _____

We hereby declare that we have our office at Bhopal at following address:

Phone No:

OR

2. We hereby undertake to establish local support office in Bhopal within one month of issue of work order.

Authorized Signatory Name:

Designation:

Note: Strikeout 1 OR 2 whichever is not applicable

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