



**MP INDUSTRIAL DEVELOPMENT CORPORATION  
REGIONAL OFFICE – INDORE**

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**REQUIREMENT OF CHARTERED ACCOUNTANT FIRM ON  
CONTRACT BASIS**

**BID DOCUMENT**

**Issued by**

**The Executive Director**

**MP INDUSTRIAL DEVELOPMENT CORPORATION**

**REGIONAL OFFICE – INDORE**

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No. MPIDC/RO-IND/ACCTS/2021/8386

Date: 20/07/2021

**Requirement of Chartered Accountant Firm**

MP INDUSTRIAL DEVELOPMENT CORPORATION LTD., REGIONAL OFFICE-INDORE, and its subsidiary companies require the Services of a Chartered Accountant Firm on contract basis for a period of 2 years. The eligibility criteria, job description etc. can be seen at the website [www.mptenders.gov.in](http://www.mptenders.gov.in) Firms can send their detailed CV with experience detail and documentary evidence (in the prescribed format as mentioned in website) within the 15 days from the date of publication in the News Papers at the following address :-

Executive Director  
**MPIDC Ltd. RO-Indore**  
1<sup>st</sup> Floor, Atulya IT Park,  
Near Crystal IT Park,  
Khandwa Road, Indore

**Chief General Manager (Accounts)**

## **Recruitment for Chartered Accountant Firm on Contract Basis**

MP Industrial Development Corporation Ltd., Regional Office-Indore and its subsidiary companies require a Chartered Accountant Firm on contract basis. The job description, key responsibilities and selection criteria will be as described in this document.

### **1. Scope of work :**

The major scope of work, inter alia, will be as follows:

#### **a) Processing & Verification of Bills/Preparation of proposal notes for payment & Voucher documents:**

1. Verification and processing of Bills submitted by various suppliers & Contractors with Tender Documents/ Quotations/ Work orders, as the case may be, and putting the proposal for approval of concerned Officer of the Company.
2. Checking and verification of Bills/Claims/Imprest advance requirement and adjustment thereof submitted by various persons engaged by the company with approval by competent authority and putting up for the approval of the concerned Officer of the Company for settlement as per rules.
3. Upon approval, preparing payment documents and passing entries in the books of Accounts maintained in Accounting Software with concurrence from the officer of the company Authorised in this regard.

#### **b) Reconciliation of all accounts (Bank, Loan, Customer, Vendor, Advance etc.)**

1. Preparation of Monthly Reconciliation of Bank Statement for all Bank Accounts of the company.
2. Recording & Reconciliation of Advances to Staff/ outside parties on a monthly basis and reporting long outstanding cases to the management for its review on a monthly basis.
3. Maintenance of Loan Register and monthly Reconciliation of various loan accounts of the company.
4. Preparation, checking of demand raised and planning of repayment of Long term Loans.

#### **c) Capitalization of Assets:**

1. Evaluation and capitalization of assets upon acquisition /creation of various fixed assets during the year following generally accepted accounting policies standards and practices and as per the guidelines of the ICAI in this regard, if any, and in line with the implications of prevailing tax laws.

**d) Fixed Assets Register and Physical Verification of Inventories & Fixed Assets.**

1. Provide assistance in Preparation and maintenance of Fixed Assets register as per the Companies Act 1956 & 2013 and verification of the same at regular intervals.
2. Provide assistance in conducting physical verification of Inventory and other Assets at regular intervals as per the policy /directive of the management and reconciliation of the same with book records.

e) Assistance in Preparation and advising on long term investment plan in consultation with Mgr (A/cs)/CGM/ED in order to draw maximum benefits.

**f) Maintenance of Books of Accounts and Finalization of Accounts (Qly & Yearly)**

1. Making entries pertaining to all financial transactions in the books of accounts on a daily basis upon concurrence from the authorized official of the company as soon as the information is available.
2. Making entries relating to financial transactions in the software provided by the company, which is maintained at Tally at present /or any other Package that may be adopted by the company.
3. Compilation of accounts in accordance with the accounting standards & policies followed by the company on quarterly basis within 15 days from end of respective quarter.
4. Finalization of Annual Accounts within 30<sup>th</sup> of April following end of the year i.e. 31<sup>st</sup> March meeting the requirements of various Accounting Standards, provisions of the Companies' Act, 1956 & 2013 and other statutes as applicable to the Company.

**g) TDS under the Income Tax Act as amended upto date**

1. Preparing and maintaining all TDS related records, preparation and filing of TDS Return as per the requirements of the Act. Necessary documents relating to deductees shall have to be preserved at company's office.

**h) Returns under various tax laws as applicable from time to time.**

1. Preparation and preservation of all necessary statements/schedules/ documents etc. in regard to various tax laws as applicable and putting -up for timely deposit of the same in Govt. Accounts. All records of tax collected, deposited, and return submitted etc shall be maintained at the company's office.
2. Preparation and submission of Returns under various tax laws as applicable, on or before due dates on the basis of data compiled.

**i) Maintenance & preservation of All relevant records and registers.**

1. Maintaining all statutory and other records, registers and Files pertaining to working of Finance & Accounts department of the company particularly in relation to Accounting, taxation (direct and indirect), Statutory audit,

Supplementary Audit & Balance Sheet Audit etc by the C& AG, Cost Audit, Tax audit etc. in the Registered office of the company at and apprise the status of each to the management from time to time / as desired by the management.

**j) Documentation to meet Information requirement of various Govt. Depts./agencies .**

1. Preparation and preservation of various financial statements/schedules and other records to meet the information requirement of various state and central govt. departments and agencies such as Public Enterprises, Industries, Finance Depts. etc. including holding company as and when required.

**k) Preparation of Revenue and Capital budget.**

**l) Other Miscellaneous woks**

1. Any other jobs as may be necessary to keep all relevant books of accounts financial records of the company to meet the Financial Information requirement of the management (MIS). As requires by holding company from time to time.
2. The firm will have to issue certificates as may be desired/ prescribed under various laws from time to time.
3. Any other work, as instructed by Executive Director MPIDC RO-Indore.

**2. Eligibility criteria :**

- (1) The firm should be more than 15 Years old.
- (2) There should be at least 7 partners out of which by 5 should be FCAs.
- (3) One of the partner of the Firm will be posted for full time (during office hours) in this office.
- (4) The partner to be posted in the Nigam should be FCA, should have atleast 10 Years experience of in house working in a reputed firm/ company along with atleast 5 Years experience of working in a Central/State Govt. PSU on full time basis.
- (5) The staff strength including articles should be minimum 15.
- (6) Statutory Auditors & Internal Auditors of this Company and its Subsidiaries Companies shall not be eligible for appointment.

**3. Deployment of Manpower :**

The Firm shall provide the following manpower on a full time basis to carry out all works as stated in the scope of work above:

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- (1) One qualified chartered Accountant (CA) having post qualification experience of at least 10 years working on retainer ship along with atleast 5 Years experience of working in a Central/State Govt. PSU on full time basis, will be deployed at Nigam's Office for full time.
- (2) Other supporting staff will be provided by Company, Posted CA has to coordinate with them and get work done. The CA firm may deploy additional staff on demand of Company, if required so, after consultation with Nigam and after approval of competent authority at the rates would be decided as per mutual understanding.

#### **4. Terms & Conditions:**

- (1) The cost of Tender form is ₹ 2,360.00 (ic. GST) and EMD ₹12,000.00.
  - (2) The CA and the supporting staff should be proficient in working with Accounting Software available at Nigam and Microsoft Office (MS Word, MS Excel, MS Access, Power Point and Tally) and shall have adequate knowledge of prevailing direct and indirect tax laws such as Income Tax, GST etc. and application thereof in day to day work.
  - (3) The Firm shall provide bio-data of the persons proposed to be deployed along with its offer for the management to scrutinize the same before acceptance of offer and such staff shall be deployed only offer receipt of our clearance.
  - (4) The Firm shall maintain strict confidentiality of all information and records made available to it by the company and shall stand as Trustee for faithful performance and honest and disciplined behavior of all the personnel deployed by it on the job. The Firm shall enclose such undertaking with its offer.
  - (5) The posted Chartered Accountant shall have professional experience of not less than 15(Fifteen) years in the fields of Audit (both Statutory & Internal) and Taxation matters. Experience with retainership and/ or in house work and work with Central/State Govt. PSU for atleast 5 Years on full time basis will be an added advantage. The services of Deputed Chartered Accountant shall not be transferable. In case of change of posted CA, that would only be with prior approval of MPIDC. In case of default a penalty of 25% of fees amount would be leviable and agreement shall be terminated.
  - (6) The Chartered Accountant deployed by the firm shall attend office on all working on full time basis.
  - (7) The company's normal working hours are from 10.00 AM to 6.00PM. Person deployed by the firm shall have to attend office for a period of minimum 8 hours
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on every working day. No extra charges will be paid for any extra hours of working required to meet the set deadlines for various works.

- (8) Quarterly Accounts shall have to be prepared within 15th of the month following the end of quarter and Annual Accounts shall have to be ready by 30th of April.
- (9) The firm will have to prepare and preserve all the workings related to finalization of quarterly and annual accounts in the office of the company and provide both hard copy and soft copy of the same to the management.
- (10) As maintenance of all records, Books of Accounts and Finalization of Accounts will be the responsibility of the firm. CA and manpower deployed by the firm will also have to attend to the queries and clarifications sought by the Internal Auditor, Statutory Auditors, Tax Auditors, Cost Auditors, A.G. Auditors etc. during the course of audit as well as by any other State or Central Govt. department/agency such as the Income Tax, GST etc. (Any expenses incurred for such purpose shall be reimbursed separately as per the rules of the company).
- (11) The contract agreement will be for tenure of two years commencing from ..... and may be extended for such further period as may be mutually agreed. However the contract shall be terminable at any time on one month notice by either party.
- (12) No deviation/counter terms and conditions shall be acceptable to the company with Regard to this contract.
- (13) TA/DA shall be paid at par with Class-II officer as per Corporation rules in case the deputed staff is sent for outstation work.
- (14) The company reserves the right to accept or reject any or all bids without assigning any reason thereof.
- (15) Firm has to give his offer for “per month contractual amount in Indian rupees.
- (16) This offered “per month contractual amount in India rupees”. Shall be considered for derivation of financial score.
- (17) GST applicable on above contractual amount shall be paid extra as per the law time being in force.
- (18) 5% of bill amount shall be deducted as security deposit by the MPIDC RO-Indore and shall be released after at the end of contract period, subject to the certification of satisfactory services rendered by the firm in the term.

- (19) Net payment of contractual amount to firm shall be subject to deduction of tax as per the law time being in force.
- (20) If the work is not satisfactory as per terms and condition the contract will be terminated by Executive Director, MPIDC RO-Indore Ltd. at any time, by giving a reasonable opportunity of hearing.
- (21) If at any time it is found that the Firm. (Successful bidder) is not working as per the job description, then the Executive Director of MPIDC RO-Indore shall be free to deduct proportionate monthly contractual amount.
- (22) Other term and condition for this contractual assignment will be as per condition mention in the agreement to be executed after selection.

### **5. Selection Process:**

- (a) The firm shall be selected through transparent selection process.
- (b) Advertisement will be published in two leading News papers. One Hindi and One English circulating in the state of M.P. and also be uploaded in website [www.mptenders.gov.in](http://www.mptenders.gov.in). The firm is supposed to furnish the following documents along with the detail C.V. :-
1. Qualification Certificate / Degree/ Concerning CA
  2. Proof of Experience with supporting documents of the concerning CA.

**Signature of Applicant**

### **Evaluation and Selection Process**

The offer of the firm will be evaluated in three stages i.e. technical proposal, financial proposal and interview.

Technical Proposal: The technical proposal shall be evaluated as under:

S. No	Criteria
1.	Fulfillment of eligibility criteria.
2.	The partner proposed to be posted should have more than 10 Years work experience on retainer ship or in house working along with atleast 5 Years working experience with Central/State Govt.PSU on full time basis.
3.	The partner proposed to be posted should have work as accounts consultant and cannot be transferable.



The technically qualified firm and top three lowest bidder will be called for an interview and personal discussions by a committee constituted by Managing Director/Executive Director (Regional Office Indore)MP Industrial Development Corporation Ltd. The committee will evaluate the professional competency of the firm and will have the right to negotiate the monthly contractual amount quoted by the firm.

**Note:** Documents from the firm in the support of the Work Experience must be attached in the offer without which the Work Experience will not be considered as also for educational qualifications suitable documents must be produced.

**Signature of Applicant**

## **6. Date & Time for submission and opening of Bids :**

The offer, complete in all respect enclosing all required documents, undertakings etc. in support of the firm's registration, functioning, Experience in handling similar type of work, available resources, details of manpower to be deployed etc.

The schedule of opening of Bid would be as under :

1.	Last date of submission	06.08.2021	5.30 PM
2.	Opening of Technical Bid (Envelope A&B)	09.08.2021	2.30 PM

The Financial offers submitted by eligible bidders would be opened after evaluation of eligibility criteria.

### **Other Conditions:**

Any effort of any firm to influence the process of examination, clarification, evaluation and comparison of bid and in decision concerning the award of contract may result in rejection of offer.

The Managing Director/Executive Director reserves the right to cancel the tender without assigning any reason therefore.

**Signature of Applicant**

**Formate for financial offer**

**(Envelop-C)**

**(To be submitted online only)**

We hereby quote 'per month contractual amount(excluding CGST/SGST) in Indian rupees as Rs. .... (in words .....)  
as per scope of work defined in the Bid Document for appointment of CA firm on Contract Basis in MPIDC RO-Indore.

**Signature of Applicant**

Name :

Name of Firm :

Address :