



Municipal Corporation of Delhi
Block - E1, 8th Floor, Dr. SPM Civic Centre
Minto Road, JLN Marg, New Delhi – 110 002

NOTICE INVITING E-TENDER

Ref: Advt. No.- CA/DCA/F&G-I/MCD/2023/D-261

Date : 09/01/2023

1. Finance Department, Municipal Corporation of Delhi invites online tenders under two bid systems for selection of Chartered Accountant Firm for providing consultancy services for Municipal Corporation of Delhi (MCD).

2. The RFP document may be downloaded from the websites <https://etenders.gov.in> or <https://mcdonline.nic.in> Schedule of the RFP is as under:-

S. No.	Particulars	Description
1	Name of Work	Selection of Chartered Accountant Firm for providing consultancy services for Municipal Corporation of Delhi (MCD).
2	RFP Reference No.	DCA/F&G/MCD/D-261
3	Period of Work	One year
4	Place of availability of RFP document	https://etenders.gov.in & https://mcdonline.nic.in
5	Mode of bid submission	Online; https://etenders.gov.in
6	Earnest Money Deposit	Rs.24,000/-
7	Date of Issue of NIT	09/01/2023
8	Date of receipt of pre-bid queries	16/01/2023 11:00 AM
9	Date of Pre-bid meeting	16/01/2023 03:00 PM
10	Date of uploading reply to the pre-bid queries	18/01/2023
11	Date of Sale of Tender Document (Online)	25/01/2023 upto 03:00 PM
12	Date and Time of Close of Tender Document (Online)	01/02/2023

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13	Date and Time of submission of Tender/Bid i.e., Bid Due Date (Online and hardcopy)	01/02/2023 upto 3:00 PM
14	Date of Opening of Technical Bids	02/02/2023
15	Date of Opening of Financial Bids	To be notified later
16	Validity of Bid	120 Days from the bid due date
17	Email id to send pre-bid queries	mcdymb@gmail.com
18	Address for communication	Sh. Sanjay Gupta, Dy. Controller of Accounts (F&G) MCD, 23rd Floor, Dr.SPM Civic Centre JLN Marg, New Delhi-110002 Ph: 01123227314 Email id- mcdymb@gmail.com

3. Bid submission:-

Bids shall be submitted online only at CPP Portal; <https://etenders.gov.in> or <https://mcdonline.nic.in>

4. Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://etenders.gov.in> or <https://mcdonline.nic.in>

4.1. REGISTRATION:

- Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://etenders.gov.in> or <https://mcdonline.nic.in>) by clicking on the link "online Bidder Enrolment".
- As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 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 CPP Portal.
- Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing

key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/TCS/nCode/eMudhra etc.), with their profile.

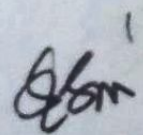
- e) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- f) Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC/eToken.

4.2. **SEARCHING FOR TENDER DOCUMENTS**

- a) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- b) Once the bidders have selected the tenders they are interested in, they may download the required documents. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS/e-mail in case there is any corrigendum issued to the tender document.
- c) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

4.3. **PREPARATION OF BIDS**

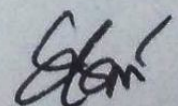
- a) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- b) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- c) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/XLS/RAR/DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- d) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to



the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

4.4. **SUBMISSION OF BIDS**

- a) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the last date and time for bid submission time. Bidder will be responsible for any delay due to other issues.
- b) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- c) Bidder has to select the payment option as "offline" to pay the tender fee/EMD as applicable and enter details of the instruments.
- d) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the Tender Processing Section, latest by the last date and time of bid submission. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- e) A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the while coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- f) The serve time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- g) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.



- h) The uploaded tender documents become readable only after opening the tender by the authorized bid openers.
- i) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- j) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

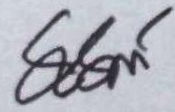
5. Tenderer who has downloaded the tender from the CPP Portal <https://etenders.gov.in> or <https://mcdonline.nic.in>, shall not tamper/modify the tender form including downloaded price bid template in any manner. In case the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited.

6. Intending Bidders are advised to visit CPP portal regularly till closing date of submission to keep themselves updated as to any change/ modification in the tender intimated through this website only by corrigendum/addendum/ amendment.

Note:- Bidder shall have to upload scanned copy of relevant Registration document in place of EMD document while bidding.

Note:- Eligible bids will be opened on the specified date wherein the participating bidders may present during the bid opening meeting. Notice of any changes shall be published on official website of MCD <https://etenders.gov.in> or <https://mcdonline.nic.in>. Further, Price Bid Opening Date, Time & Venue will be intimated to the qualified Bidders at the same or a later date.

The Municipal Corporation of Delhi reserves the right to accept, reject or cancel any tender offer without assigning any reason thereof.



Signature Not Verified

Digitally signed by SANJAY GUPTA
Date: 2023.01.09 15:31:12 IST
Location: eProcurement System for
Central PSUs



**REQUEST FOR PROPOSAL
FOR
SELECTION OF CHARTERED ACCOUNTANT FIRM FOR
PROVIDING CONSULTANCY SERVICES FOR MUNICIPAL
CORPORATION OF DELHI**

NIT No. MCD/D-261/2023

Date: 09.01.2023

ISSUED BY

OFFICE OF CA CUM FA
MUNICIPAL CORPORATION OF DELHI, BLOCK - E1,
23RD FLOOR, DR. SPM CIVIC CENTRE.
MINTO ROAD, JLN MARG, NEW DELHI – 110 002.
E-MAIL: mcdymb@gmail.com
www.mcdonline.nic.in

1 DISCLAIMER

- 1.1 Though adequate care has been taken while preparing this Request for Proposal (hereafter referred as RFP, e-tender document, tender document, or tender) the Bidders shall satisfy themselves that the document is complete in all respects. Intimation of any discrepancy shall be given to this office immediately. If no intimation is received from any Bidder within seven days from the date of notification of Tender Document/ Issue of the Tender Document, it shall be considered that the Tender Document is complete in all respects.
- 1.2 The information contained in this tender whether subsequently provided to the bidders, ("Bidder/s") verbally or in documentary form by Municipal Corporation of Delhi (MCD) (henceforth referred to as "MCD" in this document) is provided to Bidders on the terms and conditions set out in this tender document and any other terms and conditions subject to which such information is provided.
- 1.3 Municipal Corporation of Delhi(MCD) reserves the right to modify, amend or supplement this tender document.
- 1.4 While this tender document has been prepared in good faith, neither MCD nor their employees or advisors or consultants make any representation or warranty, express or implied, or accept any responsibility or liability, whatsoever, in respect of any statements or omissions herein, or the accuracy, completeness or reliability of information, and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this tender document, even if any loss or damage is caused by any act or omission on their part.
- 1.5 The issue of this tender document does not imply that MCD is bound to select a Bidder or to appoint the selected bidder (as defined hereinafter), and MCD reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.
- 1.6 The Bidder shall bear all its costs associated with or relating to the preparation and submission of its price bid including but not limited to preparation, copying, postage, uploading delivery fees, expenses associated with any demonstrations or presentations which may be required by MCD or any other costs incurred in connection with or relating to its price bid. All such costs and expenses will remain with the Bidder, and MCD shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation for submission of the Bid, regardless of the conduct or outcome of the selection process.
- 1.7 The MCD accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.
- 1.8 The MCD and its employees or advisors or consultants make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this Tender or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the tender and any assessment, assumption, statement or information contained therein or deemed to form part of this tender or arising in any way in this selection process.
- 1.9 The MCD also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Bidder upon the statements contained in this tender.

- 1.10 The MCD may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this Tender.

2 NOTICE INVITING TENDER

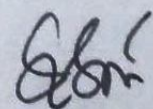
- 2.1 CA cum FA on behalf of the Commissioner, Municipal Corporation of Delhi (MCD) invites bids through open e-tender from Request for proposal for Selection of Chartered Accountant Firm for providing consultancy services for Municipal Corporation of Delhi.

Tender cost Rs.500/-

Earnest money Rs. 24000/-

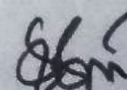
- 2.2 A Bidder shall not have a conflict of interest (the "Conflict of Interest") that affects the Bidding Process. Any Bidder found to have a Conflict of Interest shall be disqualified. In the event of disqualification, the Authority shall be entitled to forfeit and appropriate the Bid Security or Performance Security, as the case may be.
- 2.3 MCD shall receive Bids (e-tender) pursuant to this 'RFP Document', in accordance with the terms and conditions set forth herein and as modified, altered, amended and clarified from time to time by MCD in writing through Corrigendum or otherwise. Bidders shall submit bids in accordance with these terms and conditions on or before the last date specified in this document for this purpose. The Bidders are advised to visit the sites and familiarize themselves with the proposed arrangements and all activities, necessary in this regard.
- 2.4 MCD has adopted a "Single Stage - Two Envelope" Bidding Process to select a suitable Lowest Bidder.
- 2.5 The bidder may submit the duly filled up tender documents online on or before the prescribed date and time mentioned in the tender schedule and the same may be opened as per the scheduled time in the presence of the representatives of the bidding firm who may desire to attend the proceeding.
- 2.6 **Due diligence by Bidders**
Submission of bid shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications. The response to this tender should be full and complete in all respects. Failure to furnish all information required by the tender documents not substantially responsive to the tender documents in every respect will be at the bidder's risk and may result in rejection of the bidder's Tender. The Bids of the Bidders who fail to submit the bid security on or before the specified date and time shall be summarily rejected. The payment receipt of the tender document cost and bid security shall be submitted online at the time of bid submission. The Bids of the Bidders who fail to submit the Cost of Tender Document on or before the specified date and time shall be summarily rejected.
- 2.7 The EMD is refundable not later than 60 (sixty) days from the Tender Due Date (last date of bid submission), except in the case of the Selected Bidder (L-1) whose EMD shall be retained till it has provided a Performance Security/ Guarantee. If the bidder fails to comply with the said stipulation, the EMD amount shall be forfeited at MCD's sole discretion, automatically without any notice to the bidder.

- 2.8** Performance Security: The successful Bidder/applicant shall be required to submit a Performance Bank Guarantee (PBG) equivalent to 5% of the contractual amount within 15 (fifteen) days from the date of issue of Letter of Acceptance, through Online/Pay Order/Demand Draft in favor of Commissioner, MCD by /any recognized bank. The authority shall not be liable to pay any interest on the Performance Bank Guarantee so made and the same shall be interest free.
- 2.8.1** MCD will not be responsible for any interest loss or depreciation that may happen thereto while in its possession nor be liable to pay any interest thereon.
- 2.8.2** The EMD will be forfeited at the discretion of MCD on account of one or more of the following reasons:
- The Bidder withdraws its Proposal/bid during the period of proposal validity.
 - Bidder does not respond to requests for clarification of its proposal.
 - In case of a successful Bidder, the said Bidder fails-to sign the Agreement in time or submission of Performance Bank Guarantee.
 - In case it is found that the bidder/s has furnished misleading/wrong or fraudulent information/documents or information furnished by them is not found to be true, the Earnest Money /Performance Bank Guarantee/Performance Security of the bidder/s will be forfeited.
- 2.8.3** MCD shall not be responsible for delay in online submission of tender due to any reason. For this, bidders are to upload the complete bid well advance in time so as to avoid 11th hour issues like slow speed, choking of web site due to heavy load or any other unforeseen problems.
- 2.8.4** The MCD reserves the complete right to cancel the bid process and reject any or all of the Bids
- 2.8.5** No contractual obligation whatsoever shall arise from the bidding document/ bidding process unless and until a formal contract is signed and executed between the procuring entity and the successful bidder.



3 BID SCHEDULE

S.No.	Particular	Description
1	Date of Issue of NIT	09/01/2023
2	Date of receipt of pre-bid queries	16/01/2023 11:00 AM
3	Date of Pre-bid meeting	16/01/2023 03:00 PM
4	Date of uploading reply to the pre-bid queries	18/01/2023
5	Date of Sale of Tender Document (Online)	25/01/2023 upto 03:00 PM
6	Date and Time of Close of Tender Document (Online)	01/02/2023
7	Date and Time of submission of Tender/Bid i.e., Bid Due Date (Online and hardcopy)	01/02/2023 upto 3:00 PM
8	Date of Opening of Technical Bids	02/02/2023
9	Date of Opening of Financial Bids	To be notified later
10	Validity of Bid	120 Days from the bid due date



4 SCOPE OF WORK

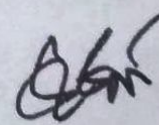
4.1 Assignment Scope and Objective

- The applicant has to deploy one (01) Chartered Accountant in the office of Municipal Corporation of Delhi having experience of 5 years or more, for a period of one (01) year, any extension thereof, shall be on mutually agreed terms and conditions.
- No TA/DA shall be provided to the selected applicant for visit to MCD.
- During the period of contract the Chartered Accountant provided shall not be changed without the consent of MCD.
- In case of non performance of Chartered Accountant so provided shall be replaced by the firm having equal or more qualification and experience.

4.2 Description of Duties

a. Accounting, Vouching & Allied Services:

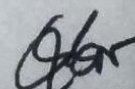
- Assist in preparation of accounting policy for MCD
 - Assist and submission of periodical management reports, as agreed upon
- Scrutiny of documents and tendering of advice on it.
- Consultancy and advice on the financial matters and planning.
- Any other issue referred to for advice/ opinion.
 - Assist in all tax, TDS matters of income tax, GST etc.
- Besides above any other work assigned time to time.



5 INSTRUCTIONS TO THE BIDDER

5.1 Online Proposal/Bid Submission

- 5.1.1** The bidder is responsible for registration of the e-procurement portal <https://etenders.gov.in/> at their own cost. The bidders are advised to go through the e-procurement guidelines and instructions, as provided on the e-procurement website. Bidders should have valid class II/class III Digital Signature Certificate (DSC) obtained from certifying Authorities.
- 5.1.2** The Bidder shall provide all the information sought under this tender document. MCD would evaluate only those tenders that are received in the specified forms/formats/annexure/appendices and complete in all respects and with the submission date and time. The tenders shall be submitted online only.
- 5.1.3** Bidders should note the Tender Due Date i.e., last date of submission of the bid, as specified in the tender schedule, for submission of tenders. Except as specifically provided in this Tender, no supplementary material will be entertained by MCD, and that evaluation will be carried out only on the basis of documents submitted online by the closing time of the Tender due date. Bidders may be asked to provide additional material information or documents or technical presentations subsequent to the date of submission, and unsolicited material if submitted will be summarily rejected.
- 5.2 While Submitting the Bid, It May Be Noted That:**
- 5.2.1** In case, the day of bid submission is declared Holiday by Government of India, GNCTD or MCD the next working day will be treated as day for submission of bids. There will be no change in the timings.
- 5.2.2** Ambiguous bids will be out rightly rejected
- 5.2.3** MCD will NOT be responsible for any delay on the part of the vendor in submission of the Tender bids.
- 5.2.4** The offers submitted by telegram/fax/E-mail shall NOT be considered. No correspondence will be entertained on this matter.
- 5.2.5** Conditional tenders shall not be accepted on any ground and shall be rejected straightaway.
- 5.2.6** Applicant should know that the bid shall get disqualified if bidders give price details in technical documents.
- 5.2.7** When deemed necessary, MCD may seek clarifications on any aspect of their bid from the bidder. However, that would not entitle the agency to change or cause any change in the substance of the tender submitted or price quoted. This would also not mean that their quote has been accepted.
- 5.2.8** No enquiry shall be made by the bidder during the course of evaluation of the tender, after opening of bid, till final decision is conveyed to the successful bidder. However, the Committee/its authorized representative and office of MCD can make any enquiry/seek clarification from the bidders, which the bidders must furnish within the stipulated time else bid of such defaulting bidders will be rejected.
- 5.2.9** Technical bid shall comprise the documents/annexure asked to be uploaded. Financial/price bid shall not be included in technical bid. If done so, same shall be rejected without any notice.
- 5.2.10** The bidder shall upload the information as per the formats given in Annexure to this RFP.



5.3 The Mode of Tender is Online and shall be Two Bid/Stages System:

5.3.1 Under this process, the Bid shall be invited and examined under two stages:

- a. Technical bid
- b. Financial Bid

5.3.2 Eligibility will be first examined based on the details submitted under the Technical Bid with respect to basic eligibility and technical qualification evaluation criteria for technical bid stipulated in this RFP. The Financial Bid under the second stage shall be opened of only those shortlisted Bidders whose Technical Bids are responsive for the eligibility.

5.3.3 The bidder has to technically qualify in terms of the basic minimum eligibility criteria for which the documents asked are required to be uploaded and to be produced if demanded. The bidders who technically qualify under the evaluation criteria will only be eligible for financial bid opening. The lowest price bid shall be declared as L1/lowest bid for consideration of Award of Work.

5.4 The Bidder shall submit the Proposals Online as Described Below:

5.4.1 The proposal submitted should have all pages numbered. It should also have an index giving page wise information of documents. Proposal that are incomplete or not in prescribed format will be summarily rejected.

5.4.2 The Bidder is allowed to submit only one proposal against this Tender.

5.4.3 Documents in support of eligibility must be enclosed with the Tender. Offers without satisfying eligibility conditions will be out rightly rejected and no correspondence in this regard will be entertained.

5.4.4 Bidders shall be deemed to have understood and agreed that no explanation or justification for any aspect of the selection process will be given and that MCD's decisions are without any right of appeal whatsoever.

5.4.5 Applicants are encouraging to inform themselves fully about the assignment and the local conditions before submitting the proposal.

5.4.6 Broad description of the objectives, scope of services, deliverables, and other requirements relating to this Contract are specified in this Tender.

5.4.7 Any entity which has been barred by any agency of the Central Government, any State Government, any Statutory bodies, or any public sector undertaking, as the case may be, from participating in any project, and the bar subsists as on the date of the Proposal, would not be eligible to submit a Proposal either by itself or through its Associate.

5.4.8 The MCD shall not be liable for any omission, mistake or error in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to Tender or the Selection Process, including any error or mistake therein or in any information or data given by the MCD.

6 ELIGIBILITY CRITERIA

6.1 Eligibility of Bidders

6.1.1 The Bidder shall be a single entity; the term Bidder used herein would apply to the single entity or a group of entity forming consortium.

6.1.2 Minimum Eligibility Criteria - The entities fulfilling the following criteria as on bid due date are eligible to bid.

6.1.2.1 Eligibility Criteria

S. No	Basic Requirement	Specific Requirement	Required Document
1	Legal Entity	The Agency shall be <ul style="list-style-type: none"> Partnership/LLP Firm ; or Companies registered under respective Acts 	<ul style="list-style-type: none"> Certificate of Incorporation in case of Companies Registration Certificate of RoC in case of LLPs. Self - Certified copy of registered Partnership Deed in case of Partnerships Constitution Certificate/ICAI record as on 31.10.2022 PAN No. GSTN IT Returns/Financial statements for last 5 years as applicable
2	Firm must have office in New Delhi/NCR	NCR office address proof	<ul style="list-style-type: none"> Self - certified copy of Constitution Certificate or Certificate of Incorporation / ICAI records.
3	Bidder must be in empanelment list of CAG at the time of submission of RFP.	Empanelment Certificate	<ul style="list-style-type: none"> Self-certified copy of CAG empanelment letter issued.
4	Technical Eligibility	The Agency must have minimum ten (10) years of in Auditing and Taxation Services. The agency must have experience in working with Central/State Government	<ul style="list-style-type: none"> Details of relevant Experience Work order from Supporting Agency Completion Certificate

"Request for Proposal for Selection Chartered Accountant Firm for consultancy services for Municipal Corporation of Delhi

S. No	Basic Requirement	Specific Requirement	Required Document
		Department and undertaking in the Last ten (10) years	
1	Financial Eligibility	The Agency must have minimum 15 Lakh of Turnover in the Last Three (03) Financial Year	<ul style="list-style-type: none"> Financial Statement along with ITR for Year 2019-20, 2020-21 & 2021-22
2	Key Personnel	Chartered Accountant (1 Nos) with five (05) years of experience in working with Central/State Government Department and undertaking in Tenders and Technical Bid	<ul style="list-style-type: none"> Detailed Curriculum Vitae with letter of appreciation/letter of appointment/contract agreement/Work order etc
3	Consortium	No consortium/ Joint Venture/ Associations or Subcontracting / Subletting shall be allowed for this project	Declaration of submitting as independent Agency from the Authorized Signatory.
4	Blacklisting	The Agency should not have been blacklisted by any Central/State Government or Public Sector Undertakings.	As per Annexure
5	Authorized Representative	A power of Authority/ Board Resolution in the name of the person signing the Proposal	Original Power of Attorney or Board Resolution Copy

Signature

7 SUBMISSION OF BIDS

- 7.1 For participation in e-tendering process, the Bidder(s) has to be registered on e-tendering portal <https://etenders.gov.in/>. Upon registration, they will be provided with a User ID and a system generated password enabling them to submit their Bids online using Digital System Certificate (DSC) and can witness various activities of bid process. The authorized signatory of intending Bidder, as per Power of Attorney (POA), must have valid Class-II or Class-III digital signature. The Tender Document can only be downloaded or uploaded using Class-II or Class-III digital signature of the authorized signatory. If needed prospective bidder can be imparted training on 'online tendering processes.
- 7.2 The Bid should be furnished the detail as required in Annexure. The RFP Documents shall be signed by the Bidder's Authorized Signatory.
- 7.3 The bid shall be submitted by the bidder in two parts comprising of **Technical Bid** and **Financial Bid**. The Technical Bid shall include the details for fulfilling eligibility criteria as laid down in this Tender Document. The Financial Bid shall include the financial offer of the Bidder in the manner prescribed in this document. Both the Technical Bid and Financial Bid shall be submitted by the Bidder on or before the same due date and time as mentioned in the RFP Document. The offer of Bidder, who does not fulfill the eligibility criteria, shall be summarily rejected. The Bidder shall enclose with their Bid an undertaking stating that all the necessary supporting documents, including audited accounts and financial statements, certificate(s) from their statutory auditors have been provided.
- 7.4 **Technical Bid:**
- 7.4.1 The Bidder shall, on or before the date and time given in the 'Notice Inviting Tender' (NIT), upload their tender on e-tendering portal <https://etenders.gov.in/>. The Bidder shall ensure that a receipt is obtained for the submission of their tender. Such receipt is being issued free of cost. The Bidder shall upload scanned copies of the documents as mentioned in Annexure
- 7.5 **Financial Bid:**
- The bidding parameter for selection of the Bidder, subject to the eligibility criteria and technical qualification, would be Lowest Monthly Remuneration.
- If there is a discrepancy between words and figures, the amount mentioned in words shall prevail. Please read carefully "Evaluation of Bids" section of this Tender Document before quoting Bid Variable. The financial bid shall be filled in the format available on <https://etenders.gov.in/>.
- 7.6 **Performance Security:** The selected bidder shall deposit of amount equivalent to 5% of the total contractual value as Performance security deposit. The security deposit shall be refunded at the end of the contract period or early termination.
- 7.7 It shall be deemed that by submitting a Bid, the Bidder has:
- Made a complete and careful examination of the bidding documents.
 - Received all available relevant information from MCD.
 - accepted the risk of inadequacy, error or mistake in the information provided in the bidding documents or furnished by or on behalf of MCD relating to any of the matters referred to in tender document;
 - satisfied itself about all matters, things and information necessary and required for submitting the Bid, execution of the Concession Agreement and

required for submitting the Bid, execution of the Concession Agreement and performance of all of its obligations there under;

- e) acknowledged and agreed that inadequacy, lack of completeness or incorrectness of information provided in the bidding documents or ignorance of any of the matters hereinabove shall not be a basis for any claim for compensation, damages, claim for performance of its obligations, loss/ profits, etc., from MCD or a ground for termination of the Concession Agreement by the Concessionaire;
- f) acknowledged that they do not have a conflict of interest with bidding process; and
- g) agreed to be bound by the undertakings provided by them under and in terms here of

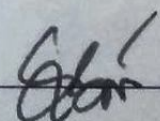
7.8 MCD shall not be liable for any omission, mistake or error in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to tender document or the Bidding Process, including any error or mistake therein or in any information or data given by MCD.

7.9 Amendment of Tender Document

- a) At any time prior to the Bid due date, MCD may for any reason, modify the Tender Document by the issuance of Addendum/ Corrigendum.
- b) Any addendum/ corrigendum issued hereunder shall be uploaded on e-tendering web portal i. e. <https://etenders.gov.in/only>.
- c) In order to provide the Bidders a reasonable time for taking an Addendum into account or for any other reason, MCD may, in its sole discretion, extend the Bid submission Date.
- d) The Bidders are requested to be in touch with e-tendering web portal i.e. <https://etenders.gov.in/> for all updates of the Tender Document such as addendum/ corrigendum, replies to queries, postponement of Bid schedules etc. No claims or compensation shall be entertained on account of the Bidder having not read/ noticed the updates, etc.

7.10 Preparation and Submission of Bids:

- a) Format and Signing of Bid: The Bidder shall provide all the information sought under this Tender Document as per the format.
- b) The Bid and its copy shall be typed or written in indelible ink and signed by the authorized signatory of the Bidder who shall also initial each page in blue ink. All the alterations, omissions, additions or any other amendments made to the Bid shall be initialed by the person(s) who is (are) authorized to sign the Bid.
- c) The Bidder shall have to submit their Bids (Technical Bid & Financial Bid) online only in electronic format with digital signatures and after uploading the mandatory scanned documents towards cost of Tender Document, Bid Security and other documents as required in the Tender Document. The Tender Document Cost and Bid Security must be submitted online only.
- d) The Bidders have to produce the original documents as and when required by MCD. The failure of the Bidder to furnish the said original documents will empower MCD to summarily reject their Bid.
- e) Before submission of online Bids, Bidders must ensure that scanned copies of all the necessary documents have been uploaded with the Bid.



f) The Bidders should carefully note the following instructions:

- The Bidders should ensure that the complete Tender Document has been downloaded.
- The printout of Tender Documents should be taken on an 'A4' size good quality paper. The printout should be same as available on website. The print should be legible and indelible.
- In case of any correction/ addition/ alteration/ omission in the Tender Document, as made available by MCD, is observed at any stage, the Bid shall be treated as non-responsive and shall be rejected out-rightly.

7.11 Notwithstanding anything contained in this Tender Document, MCD reserves the right to accept or reject any Bid offer and to annul the Bidding Process and reject all Bid offers, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons therefore.

7.12 Applicants will not be considered if they make any false or misleading representations in statements/ attachments. If any submission is found false or misleading even at later stage (i. e. after the award of Tender) then also, MCD may annul the award. Further, the Applicant may be blacklisted for participation in any future Tenders of MCD. In such a case MCD shall forfeit the EMD (if any), Security Deposit (if any) &/or any other payments made to MCD. The Bidder are required to download the addendum, post bid queries etc. from e-Tendering portal <https://etenders.gov.in/>.

7.13 Tenders shall not be modified or withdrawn by the bidder after the date of submission. Withdrawal of tender during the interval between the date of tender submission and expiration of the tender validity period would result in forfeiture of the EMD.

7.14 Banning of Successful Bidder:

- a) If the successful bidder backs out after being declared L1 (Lowest Bidder), the bidder/entity may be banned for participating in any future business/tender with MCD for a period one year.
- b) The successful bidder shall not participate in the tender/business of MCD during the period of contract and after a period of one year of termination of contract that leads to conflict of interest.

7.15 Confidentiality

Information relating to the examination, clarification, evaluation, and recommendation for the Bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional advisor advising MCD in relation to or matters arising out of or concerning the Bidding Process. MCD shall treat all information, submitted as part of Bid, in confidence and shall require all those who have access to such material to treat the same in confidence. MCD may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/or MCD or as may be required by law or in connection with any legal process.

8 EVALUATION OF BIDS

8.1 Tender Opening:

8.1.1 Bids shall be opened online by the Tender Opening Committee of MCD on due date and time of tender opening. Technical bids of those bidders who have not submitted bid security and/ or cost of tender document shall not be opened. Tender which is accompanied by an unacceptable or fraudulent bid security shall be considered as non-compliant and shall be rejected. The technical bids of all the bidders shall be opened in the presence of bidders or their representatives who choose to attend on date & time as mentioned in the Tender Document. If such nominated date for opening of Tender is subsequently declared as a Public Holiday by MCD, the next official working day shall be deemed as the date of opening of Technical Bids. The Tender of any Bidder who has not complied with one or more of the foregoing instructions may not be considered. The details will be read out for the information of representative of Bidders, present at the time of opening of Tender.

8.1.2 Evaluation of Proposals will be done by an Evaluation Committee formed by the MCD.

8.2 Financial Bids Opening and Evaluation:

8.2.1 MCD shall open Financial Bids of all Bidders who have passed the eligibility criteria and are found technically eligible and qualified and have submitted substantially responsive Technical Tenders, in the presence of Bidder's representatives who choose to attend at the address, date and time informed/ specified by MCD.

8.2.2 The financial bids of the bidders shall be opened one by one, by reading out: the name of the Bidders and whether there is a modification; the Tender Price(s), offer bid and any other details as MCD may consider appropriate. Only Financial Bids read out and recorded during the opening of financial bids/ Tenders shall be considered for evaluation. No bid shall be rejected at the opening of Price Tenders. The Bidder's representatives who are present shall be requested to sign the record. The omission of a Bidder's signature on the record shall not invalidate the contents and effect of the record. A copy of the record shall be distributed to all Bidders.

8.3 Selection of Bidder who qualifies the Technical and Financial Criteria:

8.3.1 The award will be made on the basis of **L-1** i.e. the lowest monthly remuneration fees bid quoted by the technically qualified bidder.

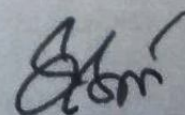
8.3.2 Consequent upon selection of Bidder who qualifies the Eligibility & Financial Criteria, Letter of Acceptance (LOA) shall be issued, in duplicate, by MCD to the Selected Bidder. Evaluation of Technical bid will be scrutinized by Bid Evaluation Committee constituted by the Competent Authority before opening of financial bid. Financial bid of successful bidders, who has qualified technical bid, will be opened and put up to Bid Evaluation Committee.

8.3.3 One copy thereof shall be returned to MCD within seven (7) days of date of issue of LOA, duly signed with stamp as a token of unconditional acceptance and acknowledgement.

8.3.4 Schedule of Various Stages: The Selected Bidder shall follow the following timelines:

Sr. No.	Stage of Activity	Time Period
1	Deposit of Performance Security to MCD by the successful bidder	Within 15 days of date of issue of Letter of Acceptance
2	Signing of Service Level Agreement	Within 15 days of date of issue of deposit of Performance Security

- 8.3.5** In the event of the duplicate copy of the LOA, duly signed by the selected bidder as a token of unconditional acceptance of the LOA, not being received by the stipulated date by MCD may, unless it consents to extension of time for submission thereof, cancel the LOA and forfeit the bid security of such bidder as damages on the account of failure of the selected bidder to unconditionally accept the terms of LOA.



Annexure –1: Letter of Application
(To be submitted duly signed by the Bidder or Authorized Signatory on Letter Head)

To

Sub: Request for Proposal for Selection Chartered Accountant Firm for providing one Chartered Accountant for consultancy service in Municipal Corporation of Delhi

Sir,

1. With reference to your RFP document dated DD/MM/2022, I/we, having examined the Bidding Documents and understood their contents, hereby submits my/our Bid for the aforesaid Project. The Bid is unconditional and unqualified.
2. I/ We acknowledge that the MCD will be relying on the information provided in the Bid and the documents accompanying the Bid for Selection Chartered Accountant Firm for conducting audit services for Municipal Corporation of Delhi, we certify that all information provided therein is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying the Bid are true copies of their respective originals.
3. This statement is made for the express purpose of our selection
4. I/ We shall make available to the MCD for any additional information it may find necessary or require to supplement or authenticate the Bid.
5. I/ We acknowledge the right of the MCD to reject our Bid without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
6. I/ We certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
7. I/ We declare that:
 - (a) I/We have examined and have no reservations to the Bidding Documents, including any Addendum issued by the Authority; and
 - (b) I/ We do not have any conflict of interest in accordance with the RFP document.
 - (c) I/ We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, in respect of any tender or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprise or any government, Central or State; and
 - (d) I/ We hereby certify that we have taken steps to ensure that in conformity with the provisions of Section 4 of the RFP, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice; and
 - (e) The undertakings given by us along with the Application in response to the RFP for the Project were true and correct as on the date of making the Application and are also true and correct as on the Bid Due Date and I/we shall continue to abide by them.

8. I/We understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any Bid that you may receive nor to invite the Bidders to Bid for the Project, without incurring any liability to the Bidders, in accordance with Clause 2.13 of the RFP document.
9. I/We believe that we satisfy the financial eligibility criteria and meet the requirements as specified in the RFP document.
10. I/We certify that in regard to matters other than security and integrity of the country, we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.
11. I/We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law.
12. I/We further certify that no investigation by a regulatory authority is pending either against us or against our Partner/CEO/or any of our directors/ managers/ employees.
13. I/ We undertake that in case due to any change in facts or circumstances during the Bidding Process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above, we shall intimate the Authority of the same immediately.
14. I/We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the selection of the Bidder, or in connection with the Bidding Process itself, in respect of the above mentioned Project and the terms and implementation thereof.
15. In the event of my/ our being declared as the selected applicant, I/We agree to enter into an Agreement.
16. I/We hereby undertake that the Key Expert provided under our Technical Bid is our employee/partner/associate and shall be deputed full-time to the office of Municipal Corporation of Delhi post issuance of LOA/Award of the work
17. I/We hereby undertake that there shall be no TA/DA or any other expenses shall be reimbursed by MCD
18. I/ We offer a Bid Security of INR _____ (Rupees _____) to the Authority in accordance with the RFP Document.
19. I/ We agree and undertake to abide by all the terms and conditions of the RFP document.
20. I/ We shall keep this offer valid for 120 (one hundred and twenty) days from the Bid Due Date specified in the RFP.

In witness thereof, I/We submit this Bid under and in accordance with the terms of the RFP document.

Yours faithfully,

Signature _____

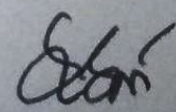
Name of the Authorized Signatory with rubber stamp

Address: _____

Telephone No: _____

Place: _____

Dated: _____



Annexure –2: General Information of the Bidder

(On letter head of the bidder)

1	Details and Address of the bidder:	
	Name of the Bidder:	
	Country of Incorporation (in case of Firm):	
	Type of Entity	
	Address of the corporate headquarters and its: Branch office(s), if any, in India:	
2	Details of individual(s) who will serve as the point of contact/ communication for MCD within the Company	
	Name	
	Designation	
	Company	
	Address	
	Telephone/Mobile Number	
	Fax Number	
	E-Mail ID	

Signed

(Name of the Authorized Signatory)

For and on behalf of

(Name of the Bidder)

Designation:

Place:

Date:

Annexure – 3: Technical Eligibility of the Bidder

(a) Technical Eligibility of the Bidder:

S. No	Details	Description
1.	Name of the Project	
2.	Location	
3.	Client	
4.	Type of Client	
5.	Auditing Fees	
6.	Start Date	
7.	End Date	
8.	No of Resources Deployed	
9.	Documentary Evidence (Work Order/Completion Certificate on the official stationery/letter head of the department/ company/ agency)	

GBK

Annexure – 4: Information for Financial Qualification

We have verified the relevant statutory and other records of M/s _____ (Name of Bidder), and certify that the cumulative gross turnover of M/s _____ (Name of the Bidder) in the last three completed financial years is Rs. _____ (Rupees _____)

Year wise detail of Annual Gross Turnover is as under:

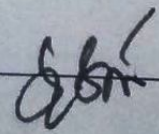
Year	Turnover
FY 2019-20	
FY 2020-21	
FY 2021-22	
Average Annual Turnover	

Name & address of Bidder's:

Signature and Seal of the Statutory Auditor clearly

Membership number

Note: Turnover as brought out in the audited annual financial results is to be indicated in above table and certified by the statutory auditor of the Bidders.



Annexure -5: Affidavit

(On Rs. 100/- stamp paper duly notarized)

I, _____ S/o _____, resident _____ of _____ The _____ (insert designation) of the _____
(Insert name of the single bidder) do solemnly affirm and state as follows:

1. I say that I am the authorized signatory of _____ (insert name of bidder/applicant) (hereinafter referred to as "Bidder") and I am duly authorized by the Board of Directors/Partner of the Bidder to swear and depose this Affidavit on behalf of the applicant/bidder.
2. I say that I have submitted information with respect to our eligibility for Municipal Corporation of Delhi (hereinafter referred to as "MCD") Tender for "Request for Proposal for Selection Chartered Accountant Firm or LLP for conducting audit services for Municipal Corporation of Delhi"(the Project), and I further state that all the said information submitted by us is accurate, true and correct and is based on our records available with us.
3. I say that, we hereby also authorize and request any bank, authority, person or firm to furnish any information, which may be requested by MCD to verify our credentials/information provided by us under this Bid and as may be deemed necessary by MCD.
4. I say that if any point of time including the contract period, in case MCD requests any further/additional information regarding our financial and/or technical capabilities, or any other relevant information, we shall promptly and immediately make available such information accurately and correctly to the satisfaction of MCD.
5. I say that, we undertake that we have not banned or debarred by Central or State Government Agencies or any PSU or any Civic Bodies in the Last 10 (ten) years
6. I say that, we fully acknowledge and understand that furnishing of any false or misleading information by us in our Bid shall entitle us to be disqualified from the tendering process for the said project. The costs and risks for such disqualification shall be entirely borne by us.
7. I state that all the terms and conditions of the Tender Document have been duly complied with.

Verification:

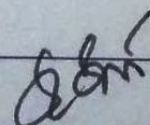
I, the above-named deponent, do verify that the contents of paragraphs 1 to 7 of this affidavit are true and correct to my knowledge. No part of it is false and nothing material has been concealed.

Verified at _____, on this _____ day of _____, 2021.

Authorized Representative

Name

Designation



Annexure – 6: Curriculum Vitae of Proposed Key Personnel

1.	Proposed Position	:				
2.	Name of Firm	:				
3.	Name of Expert	:				
4.	Date of Birth	:				Citizenship: Indian
5.	Education	:	-			
6.	Membership in Professional Associations	:	-			
7.	Other Trainings	:	-			
8.	Countries of Work Experience	:	India			
9.	Languages	:	Language	Speaking	Reading	Writing
			English			
			Hindi			

10. Employment Record:

From:	:	To:
Employer	:	
Position Held	:	

11.	Detailed Tasks Assigned	12.	Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned:
		Name of assignment or project: Year: Location: Client: Main project Features: Positions held: Activities performed:	

13. Certification:

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

- (i) This CV correctly describes my qualifications and my experience;
- (ii) I am not employed by the Executing / Implementing Agency;
- (iii) In the absence of medical incapacity, I will undertake this assignment for the duration and in terms of the inputs specified for me in the Resource Deployment Schedule;
- (iv) I am committed to undertake the assignment within the validity of this Proposal;
- (v) I am not part of the team who wrote the terms of reference

I understand that any wilful miss-statement described herein may lead to my disqualification or dismissal, if engaged.

Annexure – 7: Financial Bid Form

(On Company Letterhead)

(to be submitted online)

To

Sub: Request for Proposal for Selection Chartered Accountant Firm for providing one Chartered Accountant for consultancy services for Municipal Corporation of Delhi

Dear Sir,

With reference to the invitation to bid in NIT No. _____, dated _____ for the above mention E-Tender.

We understand that the Competent Authority is not bound to accept the lowest offer and reserves the right to reject any offers without assigning reason.

Our Lump-sum Monthly Remuneration fees is INR _____ (In words _____)

We understand that MCD shall not accept those Bids, which are not in conformity to the prescribed terms and conditions.

Any tax in the aforesaid project such as service tax/GST/TDS etc., if any applicable at present or on account of any future law/direction of the Government of India/State Government/Statutory Authority shall be payable by us beyond the monthly remuneration fee being quoted by us.

Thank You,

Signed
(Name of the Authorized Signatory)

For and on behalf of
(Name of the Bidder)

Designation:

Place:

Date:

