

Nashik Municipal Corporation
Accounts Department
Notice inviting Tender No-02

E-Tenders are invited from the reputed & experienced Agencies for the work of:

‘Implementation of Double Entry Accounting System in Nashik Municipal Corporation, Nashik’

Sr. No.	Type of agency	Nature of work
1	Chartered Accountant	Implementation of Double Entry Accounting System according to the National Municipal Accounting Manual (NMAM)

A Detailed Tender stating Pre-qualification Conditions and eligibility criteria, scope of work, mode of submission, etc. will be available free of cost on our web site <https://mahatenders.gov.in> from 17/01/2022 To 31/01/2022. The bidders are requested to go through the Detailed Tender before submission of the bid. The Blank Tender forms with Price Bid for the said work will be available on the aforesaid website from 17/01/2022 To 31/01/2022 on online payment of Rs. 10,000/- + GST + Rs. 99/- Tender Processing Fee per tender.

The interested bidders are requested to enroll themselves Online on the specified website well in advance so that they will be eligible for bidding. The bidder should have Class III digital signature for bidding.

The tender should be submitted online on or before **15:00 hrs. of** Dated. 31/01/2022 positively.

The undersigned reserves the right to accept or reject any or all offers without assigning any reason thereto.

Sd/-

**Chief Accounts and Finance Officer,
Nashik Municipal Corporation**

Sd/-

**Commissioner,
Nashik Municipal Corporation**

NASHIK MUNICIPAL CORPORATION
Rajiv Gandhi Bhavan, Sharanpur Road, Nashik - 422 002
Accounts Department

DETAILED TENDER NOTICE

Implementation of Double Entry Accounting System in Nashik Municipal Corporation, Nashik

Note: All interested parties are requested to read the tender document before submitting their bids.

The Nashik Municipal Corporation has implemented Double Entry Accounting system and wants to outsource the work of Double Entry Accounting for the period comprising of Financial Years 2016-17 to 2025-26 (10 years.) E-Tenders are invited from competent, resourceful, experienced and reputed Agencies for the execution of 'Successful implementation of Double Entry Accounting System according to the National Municipal Accounting Manual (NMAM)', as per the direction given by Maharashtra State Government U.D vide G.R. No.MAR-102003/22/PK-23/03/UD-08 dated 25th July 2003 and Lekhasu-102004/71/PK-5/04/UD-31 dated 6th July 2005 and/or guidelines given by Institute of Chartered Accountants New Delhi and by the Commissioner Nashik Municipal Corporation in this regard from time to time, and National Municipal Accounting Manual (NMAM).

1. **Name of Work: Implementation of Double Entry Accounting System in Nashik Municipal Corporation according to the National Municipal Accounting Manual (NMAM) for the period comprising of Financial Years 2016-17 to 2025-26**
2. **Sale of blank tender form:** From 17/01/2022 to 31/01/2022 on payment of Rs. 10,000/- + applicable GST, non-refundable. The tender should be submitted online only.
3. **Earnest Money Deposit:** The earnest money deposit Rs.1,50,000/- (One Lakh Fifty Thousand only) shall be paid online only.
4. **Pre-qualification conditions:**
 - i. The Agency should be: Qualified Chartered Accountant firm and should be in practice, having valid 'Certificate of Practice' as on 1st Jan 2022 issued by the Institute of Chartered Accountants of India New Delhi, for at least last Ten years, may be a Partnership firm or Limited Liability Partnership. (As per Point No 13. b. Sr.1 & Appendix No 2)
 - ii. The agency should be having experience of Double Entry Accounting in any Government or Quasi Government Department or Local Authority as per NMAM with Annual budget of Rs. 1000 crores or more. List to be provided as per Appendix 3 of this tender. Copy of the experience certificate with specific mention of annual budget of the Institution should be enclosed. (As per Point No 13. b. Sr. 2 & Appendix No 3 & 4)
 - iii. The books of account of the agency should be audited under section 44 AB of the Income Tax Act 1961 during last three years (2018-19, 2019-20, and 2020-21). The agency should have minimum net worth of Rs. 10 lakhs as on 31/03/2021, to be certified by Chartered Accountant with valid UDIN. (As per Point No 13. b. Sr. 3 & Appendix No 7)
 - iv. The firm should have its presences by way of Head Office or Branch in the city of Nashik as per ICAI Records as on the date of application (As per Point No 13. b. Sr.1 & Appendix No 2)
 - v. Experience of training of Local Bodies or Govt. Enterprises for Single Entry to Double Entry and also having Experience of hand holding of accounting and conversion single entry to double entry of Local Bodies or Government Corporations / Enterprises / Scheme. (As per Point No 13. b. Sr.6 & Appendix No 9)
 - vi. The Agency should provide a team consisting of one Team leader, at least 1 full time qualified and registered Chartered Accountants, and at least five Support Staff, deployed at NMC, for the work till its completion. The team should fulfill the minimum eligibility criteria as indicated in the following table:

Position	Nature of Experience	Minimum experience	No. of persons to be deployed
Team Leader	a) Should be registered Chartered Accountant b) Should have experience of at least one project in assisting Government/co-operative bodies/public sector bodies in accounting reforms related assignments c) Should have knowledge of NMAM, Tally ERP9 Software & other computer software. d) Having done the ICAI Certificate course in 'Public Finance & Government Accounting'	10 years	1
Chartered Accountant	a) Should be registered Chartered Accountant b) Should have experience of at least one project in assisting Government/co-operative bodies/public sector bodies in accounting reforms related assignments c) Having done the ICAI Certificate course in 'Public Finance & Government Accounting'	5 years	2
Support staff	a) Should be commerce graduate b) Should have fair knowledge of accounting systems and processes c) Should have knowledge of NMAM, Tally ERP9 Software & other computer software.	2 years	5

The pre-qualification conditions are mentioned for applicant to evaluate their eligibility for the application. Only the firm which qualifies for pre-qualification conditions will be considered for Technical evaluation.

(As per Point No 13. b. Sr. 4 & 5 and Appendix No 8)

- i. **No Joint venture is allowed.**
 - ii. An entity or any of the existing Partners of the agency that has been barred earlier by NMC from participating in bidding for, or execution of projects, would not be eligible to submit its bid, if such bar is in force as on the due date, OR any Agency/ Partners or any other entity having same Partner are not eligible to participate if they have been blacklisted or any disciplinary action taken by a Government body / Government Department, or ICAI, OR if it comes to the notice of NMC at any point of time, during the process of tendering or execution of work, that the applicant has been blacklisted or any disciplinary action taken by any Government Body / Department or ICAI, then all the payments due to the agency shall be forfeited and the agency will be blacklisted. The applicant agency should provide declaration to the effect, on the letterhead as per Annexure 7)
5. **Date of submission of bids:** On or before 31/01/2022 at 15:00 hrs. online only.
 6. **Submission of bids:** The offer should be unconditional. Conditional tender is liable for rejection. The technical bid and The Financial bid of Tenders shall be submitted on-line only as prescribed.
 7. **Manner of submission of offer and its accompaniments:** The agency must submit its offer as below:

- a. **Technical bid:** To be Submitted online only on the website <https://mahatenders.gov.in> (Submission of hard copies or Sealed Envelope of Hard copies will not be allowed). It shall be the responsibility of the agency to ascertain timely submission of this technical bid to Nashik Municipal Corporation. The financial bid shall not be considered for opening if the submission of technical bid is not done properly.

The following documents must be included in the technical bid:

- i. Earnest money in the form specified in Clause-3 of this notice. Attached payment acknowledgement for the Earnest money.
- ii. Details of works of similar type and magnitude carried out by the Agency. The certificates of completion from the concern Head of the Department of the Government / Semi Government / Local Body.
- iii. Details of Technical personnel on the payroll of the Agency also the bidder should specify the members of proposed project team including the project manager with their education qualification and experience.
- iv. Details of other works of similar nature tendered for and in hand with the value of work unfinished on the last date of submission of tender as per appendix 4 of this tender.
- v. The Common set of Deviation if applicable and the clarification duly signed by the agency as a token of the acceptance.
- vi. Details of computing infrastructure available with Agency as per Appendix 5.
- vii. All the necessary Documents as per pre - qualification Conditions duly signed to prove the details of qualifying conditions being fulfilled by the applicant agency.
- viii. Please provide the documents duly signed stating self-declarations, attachments, annexures., appendix etc should be signed by authorised person.
- ix. Detailed profiles of the Team Leader, Chartered Accountant and Support Staff.

Note: - Only the firm which qualifies for pre-qualification conditions will be considered for Technical evaluation.

- b. **Financial bid:** To be Submitted online only on the website <https://mahatenders.gov.in> (Submission of hard copies or Sealed Envelope of Hard copies will not be allowed).

The offer should be based on the scope of work given above and should be inclusive of all taxes, levies, duties and all other charges including traveling, lodging and boarding or any other expenses of the agency and other employees of the Agency. However, Goods and Service Tax will be paid separately on the offer price as per applicable rates at the time of billing. NMC will not bear any expenses other than the cost quoted and applicable GST. Agency should not quote the offer anywhere directly or indirectly In “Technical Bid”.

- c. **Each applicant shall submit only one offer in response to this tender. Any applicant who submits more than one bid, will be disqualified.**

8. **Validity of offers:** 180 days from the date of submission of offer.
9. **Date, time and places of opening of Technical bid:** On 01/02/2022 at 15:00hrs. in the office of Chief Accounts & Finance Officer, First floor, Nashik Municipal Corporation, Rajiv Gandhi Bhavan, Sharanpur Road, Nashik, in presence of intending Agencies or their representatives.
10. **Date, time and places of opening of Financial bid:** after completion of Technical Evaluation in the office of Chief Accounts & Finance Officer, First floor, Nashik Municipal Corporation, Rajiv Gandhi Bhavan, Sharanpur Road Nashik.
11. **Stamp-duty:** The selected applicant shall get into an agreement with the authority. Agreement shall be prepared as per the instructions of the authority and shall be on ‘Non-Judicial’ stamp paper; where the stamp duty and other agreement related charges shall be borne by the selected applicant.

12. Time limit for completion of work: Total period for completion of shall

Sr. No	Period	Time Limit for completion of Work
1	2016-17	31 st July 2022
2	2017-18	30 th November 2022
3	2018-19	31 st March 2023
4	2019-20	31 st July 2023
5	2020-21	30 th November 2023
6	2021-22	31 st March 2024
7	2022-23	31 st July 2024
8	2023-24	30 th November 2024
9	2024-25	30 th September 2025
10	2025-26	30 th September 2026

The Agency shall be responsible for executing the entire work including all machinery and manpower, computers and other required hardware, and software etc., at its own cost. The work should be executed as per the norms and guidelines prescribed under NMAM and as prescribed by the State Govt. through various Govt. Resolution in this regard from time to time, and as may be directed in future.

13. Evaluation Criteria:

a. Selection of the Agency

- i. **General:** From the time the bids are opened to the time the contract is awarded, if any Agency wishes to contact the Nashik Municipal Corporation on any matter related to its proposal it should do so in writing. Any effort by the firm to influence any officer or office bearer of the Nashik Municipal Corporation in the Proposal evaluation, Proposal comparison or contract award decisions will result in the rejection of the Agency's Proposal

b. Evaluation of Tender

- i. **Evaluation of Technical bid / proposal:** The Technical proposal submitted by the agency and the Presentation given by the agency shall be judged by the Evaluation Committee appointed by the Commissioner, Nashik Municipal Corporation in following manner:

Sr. No.	Description	Maximum Marks
1.	The agency shall be in practice for a minimum of 10 years (For the purpose continued Firm Registration Number (FRN) issued by ICAI will be considered) <ul style="list-style-type: none"> • 10 years to 15 years – 5 marks • 15 years to 20 years - 10 marks • Above 20 years - 15 marks (As per Point No 4.i & Appendix No 2)	15 marks
2.	Minimum 3 years of Experience of implementation of Double Entry Accounting System in Government / Semi Government and Local Authority with Annual Budget of more than Rs. 1000 crores. Marks will be allocated as follows (Successful completion certificates need to be provided): Experience of implementation of Double Entry Accounting with entity having annual budget of Rs. 1000 crores: <ul style="list-style-type: none"> • Local Authority as per NMAM – 25 marks • Central Government / State Government Department - 10 marks • Semi-Government / Government Enterprise - 05 marks (As per Point No 4.ii & Appendix No 3 & 4)	25 marks

3.	Average annual turnover in last three financial years of applicant agency (for the year 2018-19, 2019-20, and 2020-21) attach Chartered Accountant Certificate with valid UDIN. <ul style="list-style-type: none"> • More than Rs. 50 lakhs less than Rs. 60 lakhs – 5 marks • More than Rs. 60 lakhs less than Rs. 75 lakhs – 7 marks • More than Rs. 75 lakhs – 10 marks (As per Point No 4.iii & Appendix No 6)	10 marks
4.	Team Leader: <ul style="list-style-type: none"> • Experience of audit and accounts for less than 10 years – 0 marks • Experience of audit and accounts for more than 10 years and less than 15 years – 5 marks • Experience of audit and accounts for more than 15 years in – 7 marks (Maximum 7 marks) Chartered Accountant: <ul style="list-style-type: none"> • Experience of audit and accounts for less than 5 years – 0 marks • Experience of audit and accounts for more than 5 years and less than 10 years. – 1 marks per CA (Maximum 3 marks) • Experience of audit and accounts for more than 10 years. – 2marks per CA (Maximum 4 marks) Support Staff: (Evaluate each individual separately - Maximum 5 marks) <ul style="list-style-type: none"> • Should have fair knowledge of accounting systems and processes, Should have knowledge of NMAM, Tally ERP9 Software & other computer software, Experience for less than 3 year – 0 marks • Should have fair knowledge of accounting systems and processes, Should have knowledge of NMAM, Tally ERP9 Software & other computer software, Experience for more than 3year –1 mark per staff. (Maximum 4 marks) (As per Point No 4.vi & Appendix No 8)	15 marks
5.	Partner or Team leader having done the ICAI Certificate course in ‘Public Finance & Government Accounting’ (As per Point No 4.vi & Appendix No 8)	10 marks
6.	i) Experience of training of Local Bodies or Govt. Enterprises for Single Entry to Double Entry – 2.5 marks ii) Experience of hand holding of accounting and conversion single entry to double entry of Local Bodies or Government Corporations / Enterprises / Scheme – 2.5 marks (As per Point No 4.v & Appendix No 9)	05 marks
7.	Description of the approach, methodology, and teaming for performing the assignment. Presentation to be given by the agency to Hon. Commissioner Only Presentation marks will be allotted by Hon. Commissioner	20 marks
	Total	100 marks

14. Evaluation methodology:

- a. **Opening of offer:** Offers will be opened by the **Tender Evaluating Committee** as may be appointed by the Commissioner, Nashik Municipal Corporation. On the date specified in this notice following procedure will be adopted for opening of the Offer.
- b. **Technical bid:** Technical bid of the offer will be opened first to verify its contents as per requirement. If the various documents contained in this bid are invalid or do not meet the requirements, under this tender, a note will be recorded accordingly by the offer opening

authority and the said Agency's financial bid will not be considered for further action but the same will be recorded.

Prior to the opening of financial bid, the Agency shall make a presentation explaining the methodology of the proposed work, etc. to the Tender Evaluation committee appointed by the Commissioner NMC. Also, marks scored by the agency must be greater than 70 marks, for the agency to be shortlisted for evaluation of financial proposal enclosed in financial bid.

- c. **Financial bid:** This bid shall be opened only if contents of Technical bid are found to be acceptable to the **Tender Evaluating Committee**. The Offer shall then be read out.

Total Score:

The final score of each bidder agency shall be calculated by using following formula:

$$\text{Total score} = (0.80 \times \text{Ts}) + (0.20 \times \text{Fs})$$

Ts: Score for the agency based on evaluation of technical bid

Fs = 100 x (Financial bid of lowest bidder/Financial proposal of bidder under consideration)

Considering the complexity of the work and downstream consequences this work is categorized as high complex and hence QCBS Weightage average allocated as 80/20.

The evaluation committee then shall submit the comprehensive evaluation report to the Commissioner, NMC for further decision. The Commissioner, NMC reserves the right to reject any or all offers without assigning any reason thereto. The successful agency then shall be informed accordingly and may be called for the negotiations for further reduction in the rates if the rates quoted by the agency found un-reasonable.

The selected bidder shall be the bidder with the highest total score.

15. Obligations of the appointed agency:

- a. The Agency shall be deemed to have fully acquainted itself with the work & site conditions and carefully examined the special conditions, the specifications mentioned from time to time for the said work, and shall be deemed to have fully informed itself regarding the local conditions and various prevailing laws.
- b. The Agency shall also be deemed to have fully acquainted with various tasks involved in the works and as well as deemed to have fully acquainted itself with the fact that the work is to be carried out in assignment. The Agency should therefore schedule its work properly so as to complete the work within stipulated time limit. Nashik Municipal Corporation will not be liable for any loss or damage sustained by the Agency due to any reason.
- c. The Commissioner reserves the right to appoint any other suitable independent person or persons or agency to verify, ascertain and evaluate the work done by the agency to which the work is allotted. It is binding on the agency to carry out rectification as pointed out by the independent agency.
- d. The Offer which does not fulfill any of the conditions of the notified requirement, direction & guidelines laid down by the State Govt. or are incomplete in any respect are likely to be rejected without assigning any reason thereto.
- e. Submit periodic progress reports indicating planned and achieved progress, in a suitable format agreed upon mutually.

16. Obligations of NMC:

- a. **Designated space for site staff:** NMC shall provide required seating space with furniture like table and chair along with access to electricity to all the support staff to be deployed.
- b. **Access to data, documents, etc.:** NMC shall provide access to all relevant data, documents, maps, statistics, information required by the selected applicant that will be relevant to fulfill scope of work, and produce expected deliverables.

17. Rights reserved:

- a. NMC's right to change of scope at Time of Award: The Authority reserves the right at the time of awarding of work order to increase or decrease the scope from the proposed scope of work mentioned in this tender document, without any change in commercial quote or other terms and conditions stipulated in the tender document; unless otherwise specified or communicated by the Authority in writing to the applicants/selected applicant. Any such change at time of bidding process shall be intimated through any addenda or corrigendum, which shall be publish on the e-tendering portal.

18. Additional Security: As a contract security, the successful bidder shall furnish Additional Security in the form of Bank Guarantee valid up to 31/03/2027 for the amount equivalent to 2.5% of the final commercial quote agreed between authority and selected Applicant whichever is higher, from any Nationalized Bank/Schedule Bank and made payable to the " Commissioner, NMC". Payable at Nashik, within 15 days from the date of issuance of Letter of intent (LOI).

The Additional Security shall be returned to the successful bidder, without any interest at the end of successful completion of the assignment or 31/03/2027 whichever is later.

- a. Additional Security shall be forfeited and appropriated by the Authority, as the mutually agreed pre-estimated compensation and damages payable to the Authority for, inter alia, the time, cost and effort of the Authority in regard to this tender document, including the consideration and evaluation of the Proposal, under the following conditions:
 - i. If applicant engages in any Prohibited or Corrupt Practices;
 - ii. If applicant is found to have a Conflict of Interest of this tender document; and
 - iii. If the selected applicant commits a breach of the Agreement.

19. Scope of work:

- a. Double Entry Accounting, including day to day working in Accounts Department and all other departments of Nashik Municipal Corporation with respect to Accounts.
- b. To generate the invoicing system in accordance with Good and Service Tax laws for both Forward and Reverse Charge mechanism. This would include design and implementation of invoicing, invoice numbering as per the GST requirements.
- c. Provide data for GST compliance including but not restricted to GST invoicing, GST collection, Input Tax Credit on purchases etc.
- d. Bank reconciliation with all the bank accounts including the Tax collection accounts and other accounts as operated by NMC from time to time.
- e. Reconciliation of accounts of NMC with its associates Institutions like Smart City Corporation and Transport Corporation, etc.
- f. Examine and evaluate the various Assets & Liability of Nashik Municipal Corporation by doing the following:
 - i. Verification of Bank reconciliation,
 - ii. Investments against Earmarked Fund and other investment,
 - iii. Provision for all loan liabilities,
 - iv. Outstanding liabilities for expenses,
 - v. Provisions for all known liabilities,
 - vi. Prepaid expenses to be worked out,
 - vii. Preparation of list of Deposits,
 - viii. Outstanding Loans to staff,
 - ix. Advances to Agencies and suppliers,
 - x. Sundry debtors and creditors, etc.,
 - xi. Preparation of fixed assets schedule,
 - xii. Capital and Revenue income,
 - xiii. Expenditure and grants,
 - xiv. Assets created out of earmarked funds and grants,

- xv. Capital and revenue works in progress,
- g. To prepare Balance Sheet as contemplated in the NMAM and data-entry, Bank Reconciliation, validation, and preparation of Balance Sheets over the period between, 1st April 2016 to 31st March 2026.
 - h. To run both single as well as double entry accounting system simultaneously
 - i. To switch over to double entry accounting system completely from 1st of April 2024 in ERP system.
 - j. To train the staff and officers of Nashik Municipal Corporation to operate and run the double entry accounting systems.
In this period the Agency shall provide all necessary assistance and adequate guidance to the Chief Accounts and Finance Officer NMC in order to come out of any difficulties faced by him in proper implementation of this system in the shortest possible time.
 - k. To suggest the various formats of Book Keeping, ledgers, receipts, slips forms etc., compliant to NMAM.
 - l. To study Enterprise Resource Planning (ERP) system setup by the NMC, and verify and produce a report on its compliance to the NMAM
 - m. Data Collection, Entry, and validation: The agency shall collect all the required data, analyze it and the same should be duly validated from the concerned Head of the Department of NMC.

Place of work: Within the Limits of Nashik Municipal Corporation, Nashik, Maharashtra State, (INDIA).

20. **Security Deposit :** Total Security Deposit shall be Upfront 2.5% and by way of deduction at the every time of billing of the offer amount and can be paid either in the form of:
- i. Demand Draft in favour of the Commissioner NMC
 - ii. Bank Guarantee from any Nationalized or Scheduled Bank in prescribed form valid for the duration of contract after taking over the work by Nashik Municipal Corporation, Nashik.
 - iii. Security deposit shall be refunded as per the detailed clause in tender document.

**Chief Accounts and Finance Officer,
Nashik Municipal Corporation**

1) **The project**

The State as well as Central Government have taken initiative to implement Double Entry Accounting System in all Urban Local Bodies and accordingly directed all the Urban Local Bodies to do the needful in this regards. Also the Government sought the guidelines for implementation of the said system from the institute of Chartered Accountants. It is made mandatory to implement the said system within the stipulated period. Nashik Municipal Corporation (NMC) has already taken this initiative and done the accounting tasks up to financial year 2015-16 under **“Double Entry Accounting System” in Tally accounting software**. Also in the modern time it is desired to have a complete and comprehensive computerized system. The requirement of Double Entry Accounting is to be done on basis of NMAM guidelines. The agency needs to implement it and do the accounting as per the guidelines and standards issued by the Government from time to time. It is expected that the Agency should complete the work in Tally software for period up to FY 2023-24 and switch over to ERP from 1st April 2021.

GENERAL TERMS & CONDITIONS

1) THE TENDER MUST BE UNCONDITIONAL.

2) Time limit for completion of work:

Total period for completion of the work shall as mentioned in table below and time frame for the main activities shall as follows:

Sr. No	Period	Time Limit for completion of Work
1	2016-17	31 st July 2022
2	2017-18	30 th November 2022
3	2018-19	31 st March 2023
4	2019-20	31 st July 2023
5	2020-21	30 th November 2023
6	2021-22	31 st March 2024
7	2022-23	31 st July 2024
8	2023-24	30 th November 2024
9	2024-25	30 th September 2025
10	2025-26	30 th September 2026

NMC may at the discretion of Chief Accounts and Finance Officer, extend the time limit by 3 months for the year in case of non-availability of input data from NMC.

3) Liquidated Damages: -

The Agency shall be liable to pay the Liquidated Damages (L.D.) to the extent of 10% of the cost of the work offered by the Agency. The Liquidated Damages shall be imposed on the Agency by the Chief Accounts and Finance Officer, NMC on account of non-performance or unsatisfactory performance by the Agency to execute the said project and non-compliance of the instruction issued to the Agency. Before imposition of the liquidated Damages the agency will be served 10 days' show cause notice to that effect and may be given hearing by the Chief Accounts and Finance Officer. The decision of the Chief Accounts and Finance Officer regarding imposing the LD. shall be final and binding on the agency.

4) Termination of the Contract

Termination of the contract in the Event of Agency's Default

- a) The Commissioner NMC shall be entitled to terminate the contract of this work. The procedure for such termination shall be as follows:
 - i. A show cause notice stating probable reasons for such termination and calling explanation from the agency in writing as to why the contract of this work shall not be terminated, within a period of ten days shall be issued by the Chief Accounts and Finance Officer of NMC.
 - ii. The agency may reply the said show cause notice within stipulated period.
 - iii. The Chief Accounts and Finance Officer may call any further clarification if so required.
 - iv. On receipt of the reply or non-receipt of the reply within stipulated period of said show cause notice, the Chief Accounts and Finance Officer, NMC will submit the report to the Commissioner, NMC.
 - v. On receipt of the report as per para iv above, the Commissioner NMC may give hearing to the agency as an opportunity to put up their case.
 - vi. The Commissioner can take the decision as deemed fit regarding termination of the contract of the work, which shall be final and binding on the agency. The decision shall be communicated to the agency in writing.

- b) The NMC on such notice shall have powers to
- i. Take possession of the work done so far by the agency.
 - ii. Considering the level of work done till the termination, The Commissioner at its discretion and on the basis of the report of office of Chief Accounts and Finance Officer decided the amount to be reduced whole / part of the amount from the balance due to the agency towards penalty / compensation for the incomplete / in-proper work done by agency.
 - iii. Carry out the remaining incomplete work by deploying another suitable agency at the discretion of the Commissioner, NMC.
- c) The security deposit kept by the Agency shall be forfeited by the NMC without prejudice to the NMC's right to recover from the Agency any amount that may be dues and damages from the agency.
- d) The Agency shall have no claim of compensation to any loss sustained to him by reason of his having purchased or procured any material or entered into any commitments or made any advance on account of or with a view to the execution of the project of the performance of the contract and the Agency shall not be entitled to recover or be paid any sum for any work actually performed under the contract.
- e) The NMC shall determine the extent of amount, if any, is payable to the Agency for the value of the work executed by him up to the time of cancellation. This valuation shall be based on the Schedule of Payment mutually agreed at the time of Agreement.

7) Settlement of Disputes:

- a) If any dispute or difference or claims of any kind arises between the NMC and the Agency in connection with, construction, interpretation or application of any terms and conditions or any matters or thing in any way connected with or in connection with or arising out of this contract, or the rights, duties or liabilities of any party under this contract, whether before or after the termination of this agreement, then the parties shall meet together promptly, at the request of other party, in an effort to resolve such dispute, difference or claim by discussion between them. **No third party intervention other than that of the Court of Law is allowed.**
- b) **No Arbitration Jurisdiction to settle the dispute:**
There is no intention of referring dispute (if any) to the Arbitration. Any dispute arise out of the contract of the said work shall be referred to the Court of Law at Nashik only. It is made specific here that in no case the matter shall be referred to any Arbitration or conciliation or any other form of ADR. The dispute (if any), shall be subjected to Nashik Jurisdiction only.
- 8) The Commissioner reserves the right to appoint any other suitable independent person or persons or agency to verify, ascertain and evaluate the work done by the agency to which the work is allotted.

9) PROGRESS OF WORK:

The successful agency within eight days from the receipt of the work order shall submit the detailed program of the execution of the said project. The program shall include all the major events and shall indicate its starting and completion dates. The successful agency should provide the monthly progress report to Chief Accounts and Finance Officer, Nashik Municipal Corporation within 10th day of calendar month for the previous month.

10) Refund of Security Deposit / Additional Security

In any case in which under any clause or clauses of this contract the Agency shall have rendered himself liable to pay compensation amounting to the whole of the security deposit (whether paid in one sum or deducted by installments) or in the case of abandonment of the work owing to serious illness or death of the Agency or any other clause, the Chief Accounts and Finance Officer on behalf of NMC shall have power to adopt any of the following courses as he may deem best suited to the interest of NMC.

- a) To rescind the contract (of which rescission notice in writing to the Agency under the hand of the Chief Accounts and Finance Officer shall be conclusive evidence) and in that case the security deposit of the Agency shall stand forfeited and be absolutely at the disposal of NMC.
- b) In case the contract shall be rescinded under clause (a) above the Agency shall be entitled to recover or be paid any sum for any work there to for actually performed by it under this contract unless and until the Chief Accounts and Finance Officer shall have certified in writing the performance of the such work and the amount payable in respect thereof and it shall only be entitled to be paid the amount so certified.
- c) The Security Deposit shall be refunded to the agency on satisfactory completion of the project. The agency shall not be entitled to get back the security deposit or part thereof during the execution of the work as stated in the para no.13 of time limit in Detailed Tender Notice.

11) Payment Schedule:-

On satisfactory achievement of the various phases of the project the agency shall be entitled to receive the payment as stated below –

Sr. No.	Main Activities	% Payment
1	Submission of Balance sheet, trial balance, receipts and payments, other financial statements, detailed-location wise assets & FD register, reports as specified under NAAM for 1st April 2016 to 31st March 2024	50% PER ANNUM FEES after completion of financials of each year.(Standard Deductions may apply) Balance 50% per annum fees on completion of Audit of the respective year or 3 months from submission of financials, whichever is earlier.
2	Submission of Balance sheet, trial balance, receipts and payments, other financial statements, detailed-location wise assets & FD register, reports as specified under NAAM for 1st April 2024 to 31st March 2025. Support of migration from Tally to ERP system	50% PER ANNUM FEES after completion of financials of each year.(Standard Deductions may apply)

	Training to be conducted for staff and Officers of NMC for handling Accounting under ERP System.	25% per annum fees on completion of Audit of the respective year or 3 months from submission of financials, whichever is earlier. Balance 25% per annum fees on completion training of the staff and officers or 3 months from submission of financials, whichever is earlier
3	Submission of Balance sheet, trial balance, receipts and payments, other financial statements, detailed-location wise assets & FD register, reports as specified under NAAM for 1st April 2025 to 31st March 2026. Support of migration from Tally to ERP system Hand holding of the accounting system to the employees of NMC.	50% PER ANNUM FEES after completion of financials of each year.(Standard Deductions may apply) 25% per annum fees on completion of Audit of the respective year or 3 months from submission of financials, whichever is earlier. Balance 25% per annum fees on successful hand holding of the accounts in ERP or 3 months from submission of financials, whichever is earlier

This payment is subject to the satisfaction of the Chief Accounts and Finance Officer regarding the successful implementation of various phases of the project. The Chief Accounts and Finance Officer NMC can propose intermediate part payment on specific request of the agency and the decision of the Chief Accounts and Finance Officer in these regards shall be final and binding on the agency. The agency shall obtain a '**Certificate of completion**' from the Chief Accounts and Finance Officer NMC before submitting the bill of payment for the respective phases.

12) **Progress Schedule**

- a. The Agency shall furnish within the period stipulated in writing by the Chief Accounts and Finance Officer, NMC the work status report for the progress of the works in quadruplicate indicating the date of actual start, the monthly progress expected to be achieved and the anticipated completion date of each major item of work to be executed by him, also indicate date of procurement and setting up of information, data, resources and machinery.
- b. The schedule shall be such that it shall be practicable to achieve progress towards the completion of the whole work in time limit, the particular items, if any, on the due dates specified in proposed time line sheet and shall have the approval of the Chief Accounts and Finance Officer, NMC.
- c. No revised schedule shall be operative without approval in writing from the Chief Accounts and Finance Officer, NMC.

- d. The Chief Accounts and Finance Officer, NMC is further empowered to ask for more detailed schedule or schedules say week by week or even for day by day for any item or items, in case of urgency of work as will be directed by him and the Agency shall comply with the same as and when asked for.

13) Liability of Agency for Any Damage Done In or Outside the Work Area

Compensation for all damages done intentionally or unintentionally by Agency's labour whether in or beyond the limits of NMC property including any damage caused by the spreading of fire shall be estimated by the Chief Accounts and Finance Officer or such other officer as may be appointed by NMC and the estimate of that officer subject to the decision of the Chief Accounts and Finance Officer, NMC on appeal shall be final and the Agency shall be bound to pay the amount of the assessed compensation on demand, failing which, the same will be recovered from the Agency as damaged in the form of penalty by the Chief Accounts and Finance Officer, NMC and if the penalty is not paid within 15 days, the 1.5 % interest will be charged per month on the amount of penalty.

14. Compensation under workmen's Compensation Act or any other law in force

- a. The Agency shall be responsible for and shall pay any compensation to his workmen payable under the Workman's Compensation Act 1923 (VIII of 1923) (hereinafter called the said Act) or any other statute in force for injuries caused to the workmen. If such compensation payable is paid by NMC as principal under Sub-section (1) of Section 12 of the said Act on behalf of the Agency, it shall be recoverable by the Chief Accounts and Finance Officer, NMC from the Agency under sub-section (2) of the said act.
- b. The Agency shall be responsible for and shall pay the expenses of providing medical aid to any workmen who may suffer a bodily injury as a result of an accident. If such expenses are incurred by the Chief Accounts and Finance Officer, NMC, the same shall be recoverable from the Agency forthwith and be deducted without prejudice to any other remedy of NMC from any amount due or that may become due to the Agency.
- c. The Agency should follow all the labour laws.

15. The Agency shall maintain proper muster and salary register of workers employed on this project as prescribed by Labour Office under the Minimum Wages Act.

16. The Agency to submit monthly progress report mentioning work done, stage of work, employees deployed, data and information available and pending and other relevant details to the Chief Accounts and Finance Officer.

17. The Agency shall comply with all rules, regulations, bylaws and directions, given from time to time by any local Public Authority in connection with this work and shall pay fees or charges, which are livable on him without any extra cost.

18. Review and Approval of the project work:

- a) The Agency shall submit the methodology and the time lines for the completion of the work for the approval of the Chief Accounts and Finance Officer, NMC before actual work starting.

- b) The Chief Accounts and Finance Officer shall review the aforesaid work submitted by the Agency and communicate its approval within seven Days from the date of the receipt of such submission.
- c) In the event that the NMC has any objection to the said work it shall promptly and without any undue delay notify the Agency of its objections, seek clarifications or suggest changes or modifications or corrections thereto. Thereupon, the Agency shall provide necessary clarification to the NMC and/or re-submit the said work as the case may be, after incorporating the changes, modification or corrections suggested by the NMC.
- d) The Agency shall not be entitled to any extension of time for completing work on account of delay caused due to providing any clarification or in resubmitting the said work.
- e) The Agency shall not change said work approved or deemed to be approved by the NMC under this Agreement, without the prior written consent of the NMC. Provided that the Agency may, for more efficient functioning of the Project Facilities and Services propose to the NMC, changes to the approved said work and specifications of any equipment consistent with all design standards applicable to the Project and the Applicable Laws.
- f) Notwithstanding the express or deemed approval by the NMC, the Agency shall be solely responsible for any defect and / or deficiency in the said work relating to the Project or any part thereof and accordingly the Agency shall at all times remain responsible for its obligations under the Agreement.
- g) Any review of the said work conducted by the NMC is solely for the NMC's own information and that by conducting such review; the NMC does not accept any responsibility for the same.
- h) The Agency shall in no way represent to any Person that, as a result of any review by the NMC, the NMC has accepted responsibility for the soundness of any work relating to the Project/ the Project Facilities and Services or part thereof carried out by the Agency and the Agency shall, subject to the provisions of this Agreement, be solely responsible for the technical feasibility, operational capability and reliability of the Project/ the Project Facilities and Services or any part thereof.

19. Repairs, Replacement or Restoration

The Agency shall at its own costs, promptly and diligently repair, replace or restore any of the Project Facilities and Services or part thereof which may be lost, damaged, or destroyed and intimate the NMC regarding the same within 30 days of carrying out such repairs, replacement or restoration.

20. Access for Inspection

The Agency shall upon prior intimation by the NMC provide the authorised representative of the NMC access to the Project Facilities and Services for inspection and review of operations and also to ascertain compliance with any of the requirements under this Agreement.

21. Reports

The Agency shall provide to the NMC on monthly basis; statements related to the progress and operations of the Project Facility, and any other information relating to operations, which the NMC may reasonably require.

22. Employment of Personnel

The Agency shall employ qualified and skilled personnel required to work on the Project Facilities and Services. The terms of employment may be as deemed fit by the Agency and the Agency shall bear all costs in this regard. All such employees shall always remain the Agency's responsibility.

23. NMC documents

Documents in any form whatsoever and or copies thereof, if any provided by the NMC to the Agency, shall always remain the property of the NMC. Such documents and/or copies shall not be used by the Agency for the purposes other than for the project. Such documents and/or copies shall, unless otherwise agreed upon by the NMC, be returned by the Agency to the NMC on the transfer date.

24. Agency documents

Documents in any form whatsoever and/or copies thereof procured by the Agency, or which are developed (and owned by the Agency) for operation and/or maintenance of the project/the project facilities and services shall be handed over by the Agency to the NMC free of cost on the transfer date.

25. Confidentiality

All confidential information and documents (whether financial, technical or otherwise) provided by either party to the other shall not, unless compelled by law or the process of a government authority, be disclosed to any person without the consent of the party. This covenant shall survive the agreement period.

26. Obligation to cooperate

The parties shall mutually cooperate with each other in order to achieve the objectives of this agreement.

27. Patent/Copy Right. :

If the Agency desires to use any designed device materials or any process covered by letters of "PATENT" or "COPY RIGHT", the right for such use shall be secured by the Agency by suitable legal arrangements and agreement with the patent owner and a copy of their agreement shall be filed with the NMC..

28. Indemnification:

The Agency shall indemnify the NMC against all actions, suits, claims and demands including infringement of patent rights, brought or made against it, in respect of anything done or omitted to be done by the Agency in connection with the execution of the project and against any loss or damage to the NMC in consequence of any action or suit being brought against the Agency for anything done or omitted to be done by the Agency in the execution of the work.

29. Precautions for Works:

30. The Agency shall take all precautions against damages to work from natural calamities or accidents or by any other cause. The Agency shall comply with all the prevalent rules and

regulations, bye-laws and directives given from time to time by any local or public authority in connection with this work and shall pay all fees, which may levy on him.

31. Safety Provisions:

The Agency shall make all arrangements at his own expense for the safety of his machinery and staff working on the project as directed by the NMC. In case the Agency fails to make such arrangements the NMC shall be entitled to cause them to be provided and to recover the cost thereof from the Agency.

32. Language:

All notices, certificates, correspondence or other communications under or in connection with this Contract Document, the project and all works shall be in English.

Notices: Any notice to be given hereunder shall be in writing and shall either be delivered personally or sent by registered post A.D., telex, facsimile transmission or other means of telecommunication in permanent written form. For service the addresses and numbers of the Department and of the Agency shall be those as stated therein or such other address or number for service as the party to be served may have previously notified in writing to the other party. A notice shall be deemed to have been served as follows:

- if personally delivered, with noting of time of delivery; or
- if sent by registered post A.D telex, facsimile transmission or e-mail or other means of telecommunication, which notes the time of delivery or transmission thereof.
- The address for communication to NMC shall be -

**The Chief Accounts and Finance Officer,
Nashik Municipal Corporation
Rajiv Gandhi Bhavan, Sharanpur Road,
Nashik-422002.
(Maharashtra) INDIA.
Email – cafo@nmc.gov.in
Phone No – 0253-2222473**

33. Laws

The Agency shall at all times during the continuance of the contract, comply fully with all existing Acts., regulations and bye-laws, including all statutory amendments and re-enactment of the Government of India, Government of Maharashtra, NMC and other local authorities or any foreign enactments and any other enactment, notifications and acts, that may be passed in future, either by the Government of India, Government of Maharashtra, NMC, or local authorities, including Bombay Provincial Municipal Corporation Act 1949, Information Technology Act, Indian Workmen's Compensation Act, Contract Labour (Regulation and Abolition) Act 1970 and Equal Remuneration Act 1976 , Industrial Disputes Act, Maharashtra Contract Labour Regulation and Abolition Rules 1971, Dock Workers Scheme 1961 , Factories Act, Minimum Wages Act, Provident Fund Regulations , Employees' Provident Fund Act and Scheme made under same act health and sanitary arrangements for workmen, insurance and other benefits and shall keep the NMC indemnified in case any action is commenced for contravention by the Agency.

If the NMC is caused to pay or reimburse such amounts as may be necessary to cause or observe or for non-observance of the provisions stipulated here forth on the part of the Agency, the NMC shall have the right to deduct from any moneys due to the Agency or from his

amount of performance Security or recover from the Agency personally any sums required or estimated to be required for making good the loss of damages suffered by the NMC. If the amount of Performance Security is not sufficient to make up loss or damage caused to the NMC and the Agency does not pay the requisite amount within 30 days, the NMC shall have a right to file a suit against him in the appropriate court of law or confiscate his properties in order to make-up the loss or recover the amount as Arrears of Land Revenue.

34. Waiver

No waiver of any term or condition or the breach thereof by any party shall be valid unless expressed in writing and signed by such party and communicated by such party to the other party.

35. Amendments, modifications etc.

No amendments, modifications or alterations of or any additions to the terms and conditions of this agreement shall be valid unless the same be in writing and agreed to by the parties.

36. Relations with public authorities.

The Agency shall comply with all rules, regulations by laws & conditions given from time to time by any local or public authority in connection with this work and shall pay fees or charges which are leviable on him without any cost to the NMC.

37. Conflict between Conditions, Specification, Requirements

Where there is a conflict between gen. Conditions, additional conditions, requirements, use or specification of work, a reference shall be made to the Commissioner, N.M.C. The decision of the Commissioner, Nashik Municipal Corporation shall be final and binding on the agency. **It is made clear that this clause cannot be construed as Arbitration clause.**

For all judicial purpose the place of jurisdiction will be the Nashik

DEFINITIONS AND INTERPRETATION

Definitions

In this Agreement, unless the context otherwise requires the following terms shall have the following meanings:-

“Agreement” means this agreement as of date hereof, including Appendices as may be amended, supplemented or modified in accordance with the provisions hereof.

“Appendix” means any of the schedules, supplements or documents, appended to this Agreement.

“Applicable Permits” means any and all permissions, clearances, licenses, authorizations, consents, no-objections, approvals of or from any Government Authority required in connection with the Project and for undertaking, performing or discharging the obligations contemplated by this Agreement or any other Transaction Document.

“Applicable Laws” means any statute, law, regulation, ordinance, rule, judgment, order, decree, bye-law, approval, directive, guideline, policy, requirement, or other government restriction or any similar form of decision of, or determination by, or any interpretation or administration having the force of law of any of the foregoing, by any Government Authority having jurisdiction over the matter in question, whether in effect as of the date of this Agreement or thereafter.

“Agency” shall mean and include the bidder for this project i.e. any Person or Firm having qualifications as prescribed in the Detailed Tender Notice hereinabove with whom the Agency has entered into/ may enter into a contract relating any works and /or operation and maintenance of the Project Facilities and Services and shall include their legal heirs, administrative successors, representatives, assignees, etc.

“Date of Award of work” means the date specified in the Work order for the said work.

“Day” means the twenty- four (24) hour period beginning and ending at 12:00midnight Indian Standard Time.

“Expert” means any person, body or organization of repute with recognised technical/ professional expertise in respect of any field, matter or subject relevant for the purpose of this Agreement.

“Chief Accounts and Finance Officer” shall mean the Chief Accounts and Finance Officer in charge in charge of the project duly appointed by the Commissioner, Nashik Municipal Corporation or any other officer of equivalent rank as may be appointed from time to time by NMC as in charge of the Project.

Government mean and include the State Government of Maharashtra and Government of India or any state government or any government department, commission, board, body bureau, agency, authority, instrumentality, court or other judicial or administrative body, central, state, or local Government.

“Month” means the calendar month as per the Gregorian calendar.

“NMC” shall mean and include the Commissioner, Nashik Municipal Corporation or any other officer duly appointed or nominated by the Commissioner, Nashik Municipal Corporation on his behalf to deal with this project for Nashik Municipal Corporation. This expression shall include their legal heirs, administrative successors, representatives, assignees, etc.

“Party” means either the NMC or the Agency as the context may require or admit and “Parties” means both NMC and Agency.

“Person” means either the NMC or the Agency as the context may require or admit and “Parties” means both NMC and Agency.

“Person” means any individual company, corporation, partnership, joint venture, trust, unincorporated organization, government or governmental authority or agency or any other legal entity.

“Project” the word project shall mean and include the work as specified in the scope of work of the detailed tender notice hereinabove.

“Project Contracts” means collectively the Agreement and any other material contract (other than the Financing Documents) entered into or may hereafter be entered into by the Agency in connection with the Project and Project Facilities and Services.

Interpretation

In this agreement, unless the context otherwise requires, any reference to a statutory provision shall include such provision as is from time to time modified or re-enacted or consolidated so far as such modification or re-enactment or consolidation applies or is capable of applying to any transactions entered into hereunder; references to Indian law shall include the laws, acts, ordinances, rules, regulations, guidelines or byelaws which have the force of law in any State or Union Territory forming part of the Union of India;

the headings are for convenience of reference only and shall not be used in, and shall not affect, the construction or interpretation of this Contract;

the words "include" and "including" are to be construed without limitation;

any reference to any period of time shall mean a reference to that according to Indian Standard Time;

any reference to day shall mean a reference to a calendar day;

any reference to month shall mean a reference to a calendar month;

any reference at any time to any agreement, deed, instrument, license or document of any description shall be construed as reference to that agreement, deed, instrument, license or other document as amended, varied, supplemented, modified or suspended at the time of such reference;

references to recitals, Articles, sub-articles, clauses, or Schedules in this Agreement shall, except where the context otherwise requires, be deemed to be references to recitals, Articles, sub-articles, clauses and Schedules of or to this Agreement;

any reference to any period commencing "from" a specified day or date and "till" or "until" a specified day or date shall include both such days or dates;

FINANCIAL OFFER TERMS & CONDITIONS.

- 1) Rates quoted hold good for work under all conditions. Rates shall not be subject to any condition. Conditional offer is liable for rejection.
- 2) The rates quoted should be inclusive of all duties, Royalties, copyright charges and taxes viz., Income Tax., Excise, Turnover, works contract tax, traveling expenses, lodging, Boarding etc. except for GST payable by Agency. Goods and Service Tax to be paid as per the rates at the time of billing on compliance of GST provisions.
- 4) The Hon'ble Commissioner of Nashik Municipal Corporation reserves the right to accept or reject any or all the offers without giving any reasons thereof.

FINANCIAL OFFER

We have carefully studied the various Components, scope of work for the Main Work and detailed specifications and all other terms and conditions included in the tender document herein above. On the basis of that I/We hereby undertake to execute the work of doing Accounting under Double Entry Accounting System, preparation of Financial Statements, providing data for Statutory **according to the National Municipal Accounting Manual (NMAM), at the rates mentioned in the table below**

Year	Amount in Rupees (including all taxes but without GST) per annum	
	In Figures	In words
FY 2016-17 to FY 2025-26		

Note: - The agency should quote financial **offer on per annum** basis including of all taxes but excluding Goods and Service Tax, which will be paid as per the rates prevailing at the time of billing.

SIGNATURE OF AGENCY

APPENDIX – 1

These specimens are to be typed on letterhead of the Agency and be submitted in Envelop No. 1

LETTER OF TRANSMITTAL

On letter head of the Agency

To,
The Commissioner
 Nashik Municipal Corporation
 Nashik, Maharashtra

Sub : Double Entry Accounting System according to the National Municipal Accounting Manual (NMAM).

This has reference to your tender notice dated _____ inviting bids for the aforesaid project. We, _____ (Names of firms) are pleased to tender our bid for the said project.

We have enclosed the following information/ documents in envelope 1 to aid in evaluating our bid and our commercial bid is enclosed in envelope 2 in a separate sealed cover.

Sr. No.	Description/ name of document	Reference

We hereby certify that all the information contained in the submittals mentioned above is true and correct to the best of our knowledge.

We hereby state that we have read and understood the terms and conditions of the bid documents and agree to abide by them. We further agree to undertake the said project/ work to the satisfaction of Nashik Municipal Corporation and as per the terms and conditions of the bid documents.

We have enclosed the original bid documents along with common set of deviations duly initialed on all pages as a token of our acceptance of the terms and conditions of the bid documents.

We understand that submission of this bid does not confer any right on us for selection.

Agency

CAFO, NMC

We also understand that our bid stands invalid in case it is incomplete in any respect and the Commissioner, Nashik Municipal Corporation reserves the right to accept or reject any or all bids or annual the entire tender process without assigning any reason.

Thank You,

Regards

Name & Seal of Authorized Signatory.

(Note: Partners of the Partnership firm will sign at all the necessary place. They may authorize any person provided a Power of Attorney is submitted.)

APPENDIX-2**STRUCTURE OF ORGANISATION**

1	Name and address of Firm/ / LLP
2	Description of the Firm.
3	Number of years in Operation and principal lines of Practice
4	Experience (Brief details in line with eligibility criteria)
5	Names and details of associated companies (Parent/ Subsidiary/ Other) to be involved in the project
6	Names and Principals who will sign documents on behalf of the firm

Enclosures

1. Documents certifying Agency's legal status
2. Certificate of incorporation
3. Power of Attorney in favor of the Authorized signatory
4. Latest Firm's Profile

Note :Separate forms shall be used for each member of partnership firm / LLP.

APPENDIX- 3**LIST OF WORK DONE OF COMPARABLE NATURE**

Sr. No.	Name of work & Description	Year of work	Actual cost	Allotted time	Completion period

Note: Please enclose copies of certificates of the Authorities under which the above mentioned projects are completed indicating satisfactory completion of project/ works.

APPENDIX- 4**LIST OF SIMILAR WORKS TENDERED FOR AND IN HAND**

Sr no.	Name of work & Description	Month/ Year of commencement	Estimated cost	Time period for completion	Current status and balance for completion

APPENDIX- 5**LIST OF COMPUTER HARDWARE AVAILABLE**

Sr. No.	Particulars	NO
1	Computers	
2	SERVER	
3	PRINTERS	
4	FAX	
5	Tally Software	

APPENDIX- 6**FINANCIAL STATEMENT OF THE AGENCY**

Summary of assets and liabilities on the basis of the audited financial statements for the last three financial years, on the letterhead of the agency, duly certified by the authorized signatory with valid UDIN.

Figures in Rs. Lakhs

Sr. No.	Description	2018-19	2019-20	2020-21
1	Total Assets			
2	Total Liabilities			
3	Net Worth			
4	Annual Turnover			
5	Depreciation			
6	Profit before Taxes			
7	Profit after Taxes (PAT)			
8	Annual cash flows (PAT + Depreciation)			
9	Contingent Liabilities			

Note:

Attach ATTESTED TRUE COPIES of audited financial statements of the last three financial years.

APPENDIX- 7

TURNOVER CERTIFICATE OF THE AGENCY
(For the year 2018-19, 2019-20, and 2020-21)
TO WHOM SO EVER IT MAY CONCERN

This is to certify that M/s. _____ PAN No - _____
 having head office at _____ its Average Annual Turnover of
 preceding three financial years is as stated below -

Figures in Rs. Lakhs

Sr. No.	Financial Year	Amount (Rs.)
1	2018-19	
2	2019-20	
3	2020-21	
	Total	
	Average Annual Turnover	

The Turnover specified above is based on audited financial statements of the firm.

This certificate is issued on specific request of assessee and as per the information and documents produced before us.

Name & Seal of Authorized Signatory (Chartered Accountant) with valid UDIN.

APPENDIX- 8**QUALIFIED STAFF DETAILS OF THE AGENCY**

The Agency should provide a team consisting of one Team leader, at least 1 full time qualified and registered Chartered Accountants, and at least five Support Staff, deployed at NMC, for the work till its completion. The team should fulfill the minimum eligibility criteria as indicated in the following table:

Position	Nature of Experience	Minimum experience	No. of persons to be deployed
Team Leader			
Chartered Accountant			
Support staff			

APPENDIX- 9**LIST OF TRAINING CONDUCTED BY THE AGENCY**

Experience of training of Local Bodies or Govt. Enterprises for Single Entry to Double Entry and Experience of hand holding of accounting and conversion single entry to double entry of Local Bodies or Government Corporations / Enterprises / Scheme. Details of enterprises and no of training conducted by the firm as follow:

Sr.No.	Name of Enterprises	No. of Training Conducted
1.		
2.		
3.		
4.		

Note: Please enclose copies of certificates of the Authorities under which the above mentioned trainings are completed indicating satisfactory completion of training project/ works.

APPENDIX- 10**INFORMATION REGARDING CURRENT LITIGATION, DEBARRING/
BLACKLISTING, EXPELLING OF AGENCY OR ABANDONMENT OF WORK BY
AGENCY**

1	A	Is the Agency currently involved in any Arbitration/ Litigation related to any contract	Yes/ No
	B	If yes, give detail	
2	A	Has the Agency or any of its partners been debarred/ expelled by any Government Agency, during the last 10 years	Yes/ No
	B	If yes, give details	
3	A	Has the Agency or any of its partner failed to complete any contract during the last 10 years due to any reason	Yes/ No
	B	If yes, give details	

Note:

If any information in this schedule is found at a later date to be incorrect or concealed, participation of the Agency will be summarily rejected at any time.

TO BE DECLARED ON RS 100 NON JUDICIAL STAMP PAPER

ANNEXURE - 1**DECLARATION BY AGENCY**

1. I/We hereby declare that, I/We have made myself/ourselves thoroughly conversant with the site condition and local conditions regarding working environment and other relevant factors of Nashik Municipal Corporation on which my/our offer is based for the work.
2. I/We have read carefully the scope of work, specifications, clauses, and conditions for this work and that have been carefully studied and understood by me before submitting this tender.
3. I/We undertake to abide all the relevant enactments applicable for this project from time to time especially regarding the payment and wages to the personals engaged on the work.
4. I/We hereby declare that Shri / Smt. _____ residing at _____ having telephone no. _____, fax no. _____ mobile no. _____ e-mail address _____ shall be my/our authorized local representative who will permanently available at Nashik for attending the calls. This person will be responsible for Liaoning with the officers of Nashik Municipal Corporation.
5. I/We hereby declare that I/We have signed all the pages of the tender document in token of acceptance of all the contents and terms & conditions of tender.

TO BE DECLARED ON RS 100 NON JUDICIAL STAMP PAPER

**SIGNATURE OF AUTHORIZED
SIGNATORY OF THE AGENCY**

ANNEXURE - 2

UNDERTAKING FOR GUARANTEE

We guarantee that:

1. All the material information received by me/us from Nashik Municipal Corporation shall be kept in strict confidence and the same should not be any way disclosed to the unauthorized outsiders.
2. All the work will be of a type which has been provided in Service to be suitable for the duty required by the specifications and will be developed and tested in accordance with the appropriate standard specifications approved by the Chief Accounts and Finance Officer.
3. All the maintenance as specified in the tender shall be done to the satisfaction of the Chief Accounts and Finance Officer, NMC for the application generated under this project.
4. We accept and abide by the terms & conditions of the accepted tender and clauses relating to quality and guarantee of work.

**SIGNATURE OF AUTHORIZED
SIGNATORY OF THE AGENCY**

*** * ***

Agency

CAFO, NMC