

**RAJAMAHENDRAVARAM MUNICIPAL CORPORATION**

**RAJAMAHENDRAVARAM**

Expression of Interest is invited for appointment of experienced Chartered Accountant Firm for Preparation of Financial statements, Annual Accounts in Double Entry Accrual Based Accounting system in ERP module and Reconciliation of all Receipts & expenditure.

The information provided by the Bidders in response to this EOI Document will become the property of RMC and will not be returned. RMC reserves the right to amend, rescind, or reissue this Expression of Interest for appointment of experienced Chartered Accountant Firm for Preparation of Financial statements, Annual Accounts in Double Entry Accrual Based Accounting system in ERP Module and Reconciliation of all Receipts of RAJAMAHENDRAVARAM Municipal Corporation.

**EOI No. 207/MCR/EOI/2024-25 dt., 20 - 01-2025**

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**RAJAMAHENDRAVARAM, ANDHRA PRADESH, INDIA**

S. No.	Items	Details
1	Name of work	Preparation of Financial statements, Annual Accounts in Double Entry Accrual Based Accounting system in ERP module and Reconciliation of all Receipts & Expenditure, Assisting RMC in issue and compliance of Municipal Bonds for a period of five Financial Years i.e. 2024-25, 2025-26, 2026-27, 2027-28 and 2028-29.
2	Name of the Office	Office of the Commissioner, Rajamahendravaram Municipal Corporation, Opp. Dr. B.R. Ambekar Statue, Near Gokavaram Bus Stand, Sheshayya Metta, Rajamahendravaram – 533104.
3	Language of documentation	English
4	Working knowledge of a Specified Language (Specifically for Junior level Staff)	Telugu
5	Language of Reporting	English as desired by the Client
6	Currency for payment of consultancy fees	Indian Rupees
7	Required number of copies of the offer	One copy
8	EOI No. Date	<b><u>EOI No...207/MC/EOI/2024-25 Dt: 20-01-2025.</u></b>
9	Performance Security	Rs.1.00Lakh
10	Bid Processing Fee	Demand Draft of Rs. 2,500/- for Cost of Bid Application and Processing Fee and Rs .450/- for GST in favour of Commissioner, Rajamahendravaram Municipal Corporation payable at Rajamahendravaram. Non refundable
11	Earnest Money Deposit	Demand Draft of Rs. 50,000/- towards EMD in favour of Commissioner, Rajamahendravaram Municipal Corporation payable at Rajamahendravaram. <b>(refundable to the unsuccessful bidders)</b>
12	Issue of RFP	<b>The RFP Document can be downloaded from the website <a href="https://www.rmc.ap.gov.in/">https://www.rmc.ap.gov.in/</a></b>  <b>Date of issue of RFP:20 -01-2025</b>
13	Last date & time of receipt of bids	<b>30-01.2025 @ 3 . 0 0 P . M</b>
14	Opening of bids	<b>30-01.2025 @ 3.30 PM.....</b>

15	Address/E-mail ID	comm_mcr@yahoo.co.in
16	Contract details	98666 57627

### **Invitation**

**Commissioner, Rajamahendravaram Municipal Corporation** proposes to hire services of experienced Chartered Accountant Firms with experience of over 15 years and demonstrable experience of over 10 years in maintaining accounts of Urban Local Bodies/Government Firms (eg Central /State/PSUs, Banks) for Preparation of Financial statements, Annual Accounts in Double Entry Accrual Based Accounting system in the ERP Module and Reconciliation of all Receipts of **Rajamahendravaram Municipal Corporation**.

### **Overview of the Present procedure for Preparation of Financial statements, Annual Accounts in Double Entry Accrual Based Accounting system in the ERP module and Reconciliation of all Receipts & expenditure of Rajamahendravaram Municipal Corporation.**

The reconciliation of receipts of RMC is a crucial task. The RMC will receive collections of about Rs.90 to 100 crores through different collection flat forms such as A.P. Online, Special Counters, Banks, Treasury adjustments etc. The collections of RMC have to be monitored, very closely and cautiously. The Chartered Accountant Firm had to reconcile the transactions and has to report whether all the collections had been transferred to RMC funds or not.

The Chartered Accountant Firm had to use the data entered in E Gov Financials software for preparation of Financial Statements under Double Entry Accrual Based Accounting System in ERP Module.

### **Minimum requirement of professionals to be deployed and other infrastructure related issues.**

- TheteamshouldbeheadedbyaSeniorCharteredAccountantwith10Yearsof Post Qualification experience.
  - The Team should consist of required number Professional Accountants with CA inter / M.com and 5 Years of Post Qualification experience.
1. The firm shall furnish name of the Team Leader and qualification who was deployed for the above said work.
  2. RMC will Provide infrastructure such as computers, computer peripherals to the professionals positioned at the RMC along with Internet facility.
  3. The CA firm shall bear the transportation / TA and other costs to Professionals if any positioned at RMC for carrying out the work.

## **SCOPE OF WORK**

1. To take up accounts as per the Double Entry Accrual Accounting System in ERP Module in respect of all accounts of `RMC.
2. To reconcile all the receipts as per A.P. Online, Special Counters, Banks, Treasury adjustments etc. with reference to the Data available from RMC network as well as daily statements of the collecting agencies.
3. The Agency should attend all income Tax, GST Matters etc. relating to RMC i.e submission of returns, and its related matters etc.
4. Reconciliation of all cash books month wise and annually with all the Bank Accounts.
5. Attend all the matters relating to issuing of Municipal Bonds/obtaining loans from Govt. Firms/Financial Institutions.
6. Preparation of Financial data like IRR, DSCR, DER etc. for project works.
7. Assist in preparation of Budget as per AP Municipal Accounting Manual.
8. To prepare subsidiary registers as per double entry accounting system.
9. Preparation of quarterly, Half Yearly, Annual Financial Statements.
10. Preparation of Asset Registers for the financial years 2024-25, 2025-26, 2026-27, 2027-28 & 2028-2029 as per Govt. valuation norms with the assistance of Engineering Department.
11. The Agency should implement all instructions issued by the Govt. in RMC from time to time for the implementation of DEABAS.
12. Be accessible to the management for day-to-day consultation in respect to accounting related requirements.

### **Technical Criteria**

CA-Firms, fulfilling the following eligibility criteria can participate in the bid: -

1. The Firm should have a minimum standing experience of 15 years and it should have at least 4 full time FCAs / FCA partners in Firm. One of the FCA partners / FCA should be available for monitoring and supervision.
2. The firm should have the experience in conducting Audit of Government / Semi Government Organizations for the past 5 years.
3. The firm should have 5 CA Inter / M.com candidates with 5 years' post qualification experience.
4. The Firm must have expertise/experience of minimum of 10 years in Reconciliation of Receipts and preparation of accounts of any municipal corporation located in AP under

Double Entry Accrual Based Accounting system. Documentary evidence should be furnished. A satisfaction Certificate duly issued by the respective Corporation/ organization shall be submitted along with the Bid documents.

5. The firm must have a branch within the vicinity of 75 Kilometers from Rajamahendravaram city as per the certificate issued by the ICAI.
6. The firm should have a minimum annual turnover of Rs. 100.00 lakhs per Annum in the last three financial years i.e.2021-22, 2022-23 and 2023-24. Audited Profit & Loss Account and Balance Sheet shall be submitted as proof of evidence.
7. The bidder must be registered with GST & IT Authorities. Documentary evidence should be furnished.
8. The firm must have had working experience in assisting issue of Municipal Bonds of any Municipal Corporation. Documentary evidence shall be provided.

The Formats and necessary details to submit the Technical Criteria Information are provided at Annexure-I to Annexure- VIII of this RFP.

**Those who qualify the above conditions alone will be considered for financial bid.**

### **General Instructions to the Bidder:**

1. The Chartered Accountant Firm shall be required to undertake the assignments as mentioned in Scope of Work of this RFP.
2. To obtain first-hand information on the assignment and on the local conditions you are encouraged to pay a visit to the RMC before submitting your proposal. Please note that costs of preparing the proposal and of negotiating the contract, including visits to the Client etc are not reimbursable.
3. The Firm shall be deemed to have full knowledge of the role and responsibilities of the work, where the works to be carried out, whether it inspects them physically or not.
4. The Bidder is expected to carefully examine all the instructions, guidelines, terms and conditions and formats in the RFP. Failure to furnish all the necessary information as required by the RFP or submission of a proposal not substantially responsive to all the requirements of the RFP shall be at Bidders own risk and may be liable for rejection.
5. The proposal and all the associated correspondence shall be written in English and shall conform to the prescribed formats.
6. Only detailed, complete proposals in the form as indicated in this RFP shall be taken as valid.
7. No bidder is allowed to modify, substitute or withdraw the proposal after its submission.
8. Submission of a proposal by a bidder shall mean that he/she has read this notice and RFP documents and has made himself /herself aware of the scope of work and terms and conditions of the work to be done, material to be supplied etc. that may be required by firm in carrying out the work, local conditions, laws and bylaws of the Government, RMC and other factors bearing influence on the execution of the service so proposed.

9. The proposals of the bidders will be opened on date and time specified in the presence of representatives of the bidder(s), who may choose to attend.
10. Bid received late i.e. after the date and time specified in the RFP shall not be considered at all.
11. Commissioner, RMC reserves the right to cancel/alter the bid without assigning any reasons therefore.
12. Designated Authority reserves the right to open or not to open any or all RFP without assigning any reason thereof.

### **Disqualification:**

**Commissioner, RMC** may at its sole discretion and at any time during the evaluation of the Proposal disqualify any Bidder if the bidder has

- Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.
- Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures in any of the previous undertakings by the concerned bidder.
- Declared as ineligible by GoI/ State/UT for corrupt, fraudulent practices or has been blacklisted.
- A Bidders proposal may be rejected if it is determined that the Bidder has engaged in corrupt, fraudulent or unfair trade practices.
- Firm's Expression of Interest containing conditions shall be liable for rejection outrightly without assigning any reason for the same.
- Does not fill in the Bid form as well as annexure, specifications etc.
- Does not submit the RFP before the stipulated time and specified date.
- Does not attach the required documents.

### **Conflict Of Interest:**

The Chartered Accountant Firm at all times shall hold the Department's interest's paramount and shall avoid conflicts with its other assignments.

### **Right to Accept or Reject Proposals:**

**Commissioner, RMC** reserves the right to annul the RFP process, or to accept or reject any proposal, in whole or part without assigning reasons and without any obligation to inform and without incurring any liability to any of the bidders.

## **Amendments and Clarification for RFP:**

**Commissioner, RMC** during the process of evaluation of Proposals may at this discretion ask bidders for clarifications on their proposals and the bidders shall respond within the time frame as may be mentioned. Further **Commissioner, RMC** reserves the right to modify/amend the contents of the RFP before the last date of submission under due intimation to the bidders to whom this RFP is issued and the bidders may be asked to amend their proposal due to such amendments.

## **Earnest Money Deposit:**

The EMD of the successful bidder(s) shall be released after the bidder signs the final agreement and furnishes the Performance Bank Guarantee.

However the EMD Money shall be forfeited on account of one or more of the following reasons:

- Bidder with draws his proposal during the validity period of the EOI.
- Bidder fails to provide required information during the evaluation process or does not respond to requests for clarifications.
- Up on being a successful bidder fails to sign the Agreement in the stipulated time or fails to furnish the performance bank Guarantee.

## **Preparation of Proposal**

### **Part-I: The Technical Proposal:**

The **Technical Proposal** shall be submitted in a sealed cover superscripted "**Technical bid for appointment of experienced Chartered Accountant Firm for Preparation of Financial statements, Annual Accounts in Double Entry Accrual Based Accounting system in ERP Module and Reconciliation of all Receipts & Expenditure of Rajamahendravaram Municipal Corporation**" with the following documents inside:

- a) A covering Letter from the Bidder on the Bidders letter head requesting for "appointment of experienced Chartered Accountant Firm for Preparation of Financial statements, Annual Accounts in Double Entry Accrual Based Accounting system and Reconciliation of all Receipts of Rajamahendravaram Municipal Corporation
- b) RFP Document cost as specified in the RFP.
- c) Earnest Money Deposit as specified in the RFP.
- d) The firm shall submit the supportive documentary evidence as specified Technical Criteria along with the Formats specified at Annexure-I to Annexure-VIII of this RFP.

**Part-II: Financial Proposal:**

The Bidder shall submit the financial Proposal in a sealed cover superscripted “Financial Bid for **appointment of experienced Chartered Accountant Firm for Preparation of Financial statements, Annual Accounts in Double Entry Accrual Based Accounting system in ERP Module and Reconciliation of all Receipts of Rajamahendravaram Municipal Corporation.**

The above-mentioned sealed covers Part I (Technical Proposal) & II (Financial proposal) shall be kept in an envelope of bigger Size and shall be properly sealed and super scribed with the **name of Firm, its address, bid for** “appointment of experienced Chartered Accountant Firm for Preparation of Financial statements, Annual Accounts in Double Entry Accrual Based Accounting system in ERP Module and Reconciliation of all Receipts of Rajamahendravaram Municipal Corporation..”

**Evaluation of Financial proposal:** The price shall be quoted for each month and least price quoted by the technically successful bidder will be allotted the work.



## **FinancialBid-1**

**Name of the work:** Engaging of Chartered Accountant for preparation of Financial Statements in Double entry Accrual Based Accounting System in ERP Module and Reconciliation of all receipts of RMC for the years 2024-25, 2025-26, 2026-27, 2027-28 & 2028-29

<b>Sl. No.</b>	<b>Quantity</b>	<b>Description of item</b>	<b>Rate (Remuneration per Month for the Period from January, 2024 to 31<sup>st</sup>March 2029)</b>
1	<b>51 Months</b>	To take up all accounts as per Double entry Accrual Based Accounting System in ERP Module in respect of all accounts of RMC. Reconciliation of all receipts (transaction wise) collected through A.P. Online, Special Counters, Banks, Treasury adjustments etc. of RMC and to submit the monthly, quarterly, half yearly, annual reports. The agency should attend all income Tax, GST etc. relating to RMC, filing of returns. Preparation of Financial data like IRR, NPV, DSCR, DER etc. for Project works. To assist in procuring Bonds, loans form financial Institutions. To prepare subsidiary registers as per double entry accounting system. Assist in preparation of Budget as per AP Municipal Accounting Manual. Reconciliation of all cash books monthly and annually. Preparation of Quarterly, Half yearly, Annual Financial statements. The agency should implement all instructions issued by the Govt. from time to time for the implementation of DEABAS. The agency / Firm has to provide required number of well experienced Accountants headed by a Chartered Accountant to work on full time basis to carry out the above said work and to attend the work as authorized by the Commissioner of RMC.	

Rupees in words:

Signature of the firm / Contractor

**Financial Bid-2**

Sl. No.	Description of item	Rate
	To complete the back log work from 1 <sup>st</sup> April, 2024 to 31 <sup>st</sup> December, 2024	

Rupees in words:

Signature of the firm / Contractor

### Annexure-I

#### PROFILE OF THE FIRM

1. Name of the firm with full address (In Capital Letters) :
  
2. I CAI Registration Number :
  
3. The C & AG empanelment Registration Number :
  
4. GST Registration number :
  
5. Details of *Fulltime Partners* of the Firm

Sl. No	Name of the Full time Partner(s)	Membership No.	Date of joining the Firm as Partner	Specialization

6. No. of Audit Staff employed Full time with the Firm :

a. Articles/Audit Clerks :

b. Other Audit Staff :

7. Average Annual Turnover for last 3years (As per Audited financial statements):

Representative

Signature of Authorized  
Firm's Name:

## **Annexure-II**

Registration with ICAI:

(On the Letter head of the Firm lead partner of the company full postal address, telephone nos. or fax, e-mail address etc.)

**(A)Year of Registration of with ICAI: -**

**(Copy of Registration Certificate shall be attached)**

### **Annexure III**

**Format for indicating required experience:**

Firm's Experience related to conducting Audit of Government / Semi Government Organizations for the past 5 years.

<b>Sno</b>	<b>Name of Project/Work</b>	<b>Financial Year</b>	<b>Cost Involved (Rs Lakhs)</b>	<b>Date of Commencement of the Work</b>	<b>Date of Completion of the Work</b>	<b>Authority for whom carried out</b>

**Supportive documents required to be attached.**

### **Annexure-IV**

**Format for mentioning Annual Turnover**

<b>Financial Year</b>	<b>Annual Turnover Rs. in Crores</b>
2021-22	
2022-23	
2023-24	
Average	

**Audited Annual Accounts Reports for last 3 Years of F.Y.2021-22, F.Y. 2022-23 & F.Y. 2023-24 shall be attached)**

### Annexure-V

Format for indicating specific experience (reconciliation of Receipts and preparation of Annual Accounts) in Municipal Corporations of Andhra Pradesh:

<b>Specific experience in Municipal Corporations of Andhra Pradesh</b>			
<b>Sl. No</b>	<b>Name of Municipal Corporations where work done</b>	<b>Financial Year</b>	<b>Authority for whom carried out</b>

Documentary evidence should be furnished. A satisfaction Certificate duly issued by the respective corporation/ organization shall be submitted.

### Annexure-VI

#### Format for the experience of the Team Leader

Name:

Current Position:

Qualification and Certification

Total Experience:

Starting from the Earliest Position to the Present

<b>S.No</b>	<b>Year From/to</b>	<b>Firm/Position</b>	<b>Names of the Assignments handled specific to the Present Work</b>

Note:

Supportive Documents to the above shall be appended.

**Annexure-VII**

**Format for indicating Man Power:**

<b>Sl. No</b>	<b>Name of incumbent</b>	<b>Age</b>	<b>Professional Qualification</b>	<b>Total Experience</b>	<b>Date Since employed with the consultants</b>	<b>Training</b>	<b>Annual Salary</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>

Note: The details of the personnel such as Name, Qualifications, tenure with the firm shall be submitted along with the format with supportive documents.



### Annexure-VIII

Format for indicating experience in issue of Municipal Bonds:

<b>Specific experience in Municipal Corporations of Andhra Pradesh</b>			
<b>Sl. No</b>	<b>Name of Municipal Corporations where work done</b>	<b>Financial Year</b>	<b>Authority for whom carried out</b>

Documentary evidence should be furnished. A satisfaction Certificate duly issued by the respective corporation / organization shall be submitted.