

# **Goa State Municipal Accounting Reform Project**

*Accrual Based Computerized, Double Entry Accounting System in Goa Municipalities*

## **Request for Proposal**

**CLUSTER NO :**

**Request for Proposal for Empanelment of Chartered Accountant Firms  
for Implementation of Accrual Based Double Entry Accounting System in  
13 Municipalities of Goa**

Goa State Urban Development Agency

6<sup>th</sup> Floor, Shramshakti Bhavan,

Patto, Panaji – Goa 403001

Phone No – 2437210

Email – [gsuda.gsuda@yahoo.com](mailto:gsuda.gsuda@yahoo.com) , Web : [www.gsuda.org](http://www.gsuda.org)

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To:

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Subject: **Request for Submitting Proposal for Empanelment of Chartered Accountant Firm for Implementation of Accrual Based Double Accounting System in 13 Municipalities of State of Goa**

The Government of Goa, as a part of its intention to strengthen the Financial Capacities, Accounting System and Management Information System of its Urban Local Bodies has decided to introduce Accrual Based Double Entry Accounting System in all municipalities of Goa in 2020-21.

In order to uniformly and efficiently introduce the proposed accrual based, computerized double entry accounting system in municipalities, the Government of Goa has appointed GSUDA as Nodal Agency. GSUDA is responsible for overall supervision, guidance and implementation of the project in all municipalities of the State as a Project Management & Training Unit. The task of GSUDA will be to manage the project in its entirety, which includes designing, monitoring, documenting and making payouts to hired professionals, C.A. Firms and other individuals and agencies in consultation with the committee appointed by the GSUDA. The GSUDA will have an experienced expert in the field as its Advisor and it will be guided by the Committee or authorized officer.

The Annual Account work will be based on Accrual Based Double Entry Accounting System for the financial Year 2019-20 onwards.

1. **Invitation:** In this context, GSUDA invites RFP from the eligible firms to carry out the work of Accrual Based Double Entry Accounting System in 13 Municipalities of Goa State. For purpose of consultancy assignment, these 13 Municipalities have been grouped into 3 clusters. Interested bidders shall submit separate proposal for each clusters they wish to apply for. No offer in part for any cluster shall be acceptable. The decision of the committee will be final and bearing on the part of bidders. The cluster wise list of municipalities appended herewith at **Appendix - A**. Your offer must be written in English. All pages of your offer must be properly numbered and initialed by you or your authorized officer. Along with the RFP, the Earnest Money Deposit amounting to Rs.15,000/- (Rupees Fifteen Thousand only) shall have to be paid in form of Demand Draft of any Schedule Bank except Co- operative Bank. DD shall be in favor of "Member Secretary GSUDA Panaji - Goa".
2. **Scope of Work:** The Firm(s) is/are responsible for preparing, maintaining financial Accounts, Reports, Schedules in accordance with the Work order as amended from time to time by GSUDA in order to fulfill the Goals, Objectives and Strategies of Project. The detailed scope of work is specified at **Appendix – C** in the bid as TOR.

3. **Request for Proposal (RFP):** You are expected to examine all terms and instructions contained in these documents. If you consider that your firm does not have all the expertise for the assignment, please don't quote. The RFP must include Financial Bid. The majority of the key professional proposed to put for the job must be proprietor/ partner or permanent employee or should be associated with the firm on long term basis. A good working knowledge of English/ Konkani are essential for key professional staff of this assignment. Failure to provide all requested information will be at your risk and may result in rejection of your offer.

#### **Offer Evaluation**

- Bidders shall be classified as L1, L2 and L3 based on the financial quote received.
  - Negotiation will be carried out individually with L1, L2 and L3 to arrive at the final price.
  - The work shall be assigned to qualified bidder and shall have to agree with the price of lowest financial offer or as per the decision of the committee.
4. **Award of Work:** The work will be awarded to the qualified and successful firm. However, the Committee or designated Authority in this behalf has right to accept or reject offer of any or all agencies without assigning reason thereof. The committee can ask for the clarification/ justification to the L-1 before the award of work, and if committee is not satisfied with the explanation; work cannot be awarded to the lower bidder.
5. Details of security deposit to be provided prior to issuance of work order should be provided. Generally government organization will issue LOI(letter of intent) once the bidder is selected and ask them to deposit the EMD post which work order will be issued. Check the details with the authority and include the relevant practice.
6. **Milestone dates:**

1	Application date from which Tender Document available	Date: 11/08/2020 to 15/09/2020 at 15.00 hrs.
2	Last date for submitting pre-bid queries (off-line)	Date: 25/08/2020 (Tuesday)
3	Pre-bid meeting	Date: 01/09/2020 (Tuesday) at 15.00 hrs
4	Last Date of submission of digitally signed application on <a href="https://goaenivida.gov.in">https://goaenivida.gov.in</a> which includes the payment of registration fees and the EMD.	Date: 15/09/2020 (Tuesday) at 15.00 hrs.
5	Date of opening of offers RFP – Technical Bid	Date: 17/09/2020 (Thursday) at 15.00 hrs
6	Date of opening of Price Bid	Dated will be intimated later on

8. **If any further inquiry about tender please contact:-**

Mr. Savio Desouza - Project Manager (IT) GSUDA,  
6<sup>th</sup> Floor, Shramshakti Bhava, Patto-Plaza, Panaji – Goa.  
Ph: 0832-2437210

Thanking you,

**Member Secretary- GSUDA, Panaji – Goa**

## Data Sheet

1	Name of work	Goa State Urban Development Agency invites proposals from qualified agencies to carry out the work of implementation of Accrual Based Double Accounting System in 13 Municipalities of Goa State
2	Descriptions and the objectives of the Assignments	For implementation of sound financial Management system in all municipalities, the accounting work as per Accrual based Double Accounting System and related Data management work requires to be carried out in all municipalities of Goa
3	Language of documentation	English
4	Working knowledge of a Specified Language (Specifically for Junior level Staff)	English/ Konkani
5	Language of Reporting	English
6	Currency for payment of consultancy fees	Indian Rupees
7	Required number of copies of the offer	RFP document :- will be available on <a href="https://goaenivida.gov.in">https://goaenivida.gov.in</a>
8	Address of submission of offer	Member Secretary Goa State Urban Development Agency, 6 <sup>th</sup> Floor, Shramshakti Bhavan, Patto, Panaji – Goa 403001.
9	Date of RFP issuance	11/08/2020
10	Last date for submission of pre-bid queries	25/08/2020  All queries should be received on or before prescribed time and date , through email with the subject line  “<Bidders name> - pre Bid Queries “  Email id : gsuda.gsuda@yahoo.com

11	Pre-Bid Meeting (Time, Date, Venue)	To be mailed individually to the interested parties.
12	Posting of responses to queries by GSUDA	One day after the meeting
13	Last Date and time for bid/proposal submission	15/09/2020
14	Tender Fee	Rs. 2000 /-
15	Tender Processing Fee charged by ITG <a href="https://goaenivida.gov.in">https://goaenivida.gov.in</a>  (Please note the application should be digitally signed using a DSC token and uploaded)	Rs. 1500 /-
16	Bid Security Deposit – online payment through <a href="https://goaenivida.gov.in">https://goaenivida.gov.in</a>	Rs. 15,000/- (Rupees Fifteen Thousand only)
17	Penalty	Maximum 10% of Work order value if firm either fails to complete the work within stipulated time or compromises on the Quality of work.
18	Security Deposit	In the form of Bank Guarantee equivalent to 5% of the work
19	Date and time for opening of bids	Date.:17/09/2020 and Time: 12.00

**Note - Only Technical proposal will be opened on the date as mentioned in Data Sheet ; Bidder may send their representative. Date and time of financial bid opening shall be intimated to qualified bidder separately.**

## **Notice for intending RFP (Request for Proposal)**

1. GSUDA is inviting tenders for Empanelment of Chartered Accountant firms to carry out the work of implementation of Accrual Based Double Entry Accounting system in all 13 Municipalities of Goa State.
2. Name of Work: Preparing, maintaining of Accrual Based Double Entry Accounting, Financial Accounts, Reports, Schedules in accordance with the ToR and work order as amended from time to time by GSUDA in order to fulfill the Goals, Objectives and Strategies of Project.
3. The work is to be carried out as described in TOR / SOW (Scope of work) in this RFP for the period from F.Y. 2019 -20 onwards . Work shall be awarded to the successful bidder for the one year only and basis on performance work shall be renewed for the second and third year.
4. RFP documents comprising of general conditions, conditions of contract, different Annexure, etc. will be issued to qualified firm on the online payment of non refundable tender fee of Rs. 2,000/- (Rupees Two thousand Only).
5. The Firm shall be deemed to have full knowledge of the role and responsibilities of the work, where works to be carried out, whether it inspected by them physically or not.
6. The interested bidder/firm shall register themselves on <https://goaenivida.gov.in/> to bid for the above said work.
7. The bidder should have a valid digital signature certificate of class III with signing and encryption components for participating in the tender online.
  - a) After opening RFP document and Financial Offer the GSUDA shall process RFP document with a rightly competent authority for the final decision.
  - b) Declaration regarding the work in hand if any with the Firm shall also be given in the prescribed proforma as per Annexure.
8. Submission of a RFP document by an Firm shall mean that he 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, GSUDA and other factors bearing influence on the execution of the service so proposed.

9. The same will be opened on 15-sept-2020 at 12.00 hours (if possible) in the presence of the Firm(s), who shall remain present in the conference hall, GSUDA 6<sup>th</sup> Floor, Shramshakti Bhavan, Patto – Panaji – Goa 403001.
10. RFP offer shall be standing rejected if:
  - a. Firm proposes any alternation in the work specified or any conditions or corrections made in the TOR.
  - b. Any eraser is made in the RFP unauthenticated or any page or a page is/are removed or replaced.
  - c. Firm shall submit the RFP which does satisfy each and every condition laid down in the notice and RFP documents, failing which the RFP will be liable for rejection.
  - d. Firm's RFP containing conditions shall be liable for rejection out rightly without assigning any reason for the same.
  - e. Stipulates the validity period less than what is stated in the form or tender.
  - f. Stipulates its own conditions. Does not fill in and sign the RFP form as well as annexure, specifications etc.
  - g. Does not attach the required documents.
  - h. All pages of RFP tender documents are not initialed by the Firm.
11. Inviting request for proposal shall be a part of the RFP documents.
12. The successful Firm(s) shall be required to accept the offer document provided by GSUDA after that work order issued for the said.
13. Committee or designated Authority reserves the right to open or not to open any or all RFP document without assigning any reason thereof.
14. The Committee may nominate three to four persons team who is technically qualified for rating the RFP.



## Qualification Criteria and Evaluation

The Proposals should include a **Technical Proposal** specifying the Approach of the Applicant, the Proposed Team, and the Qualification of the Applicant and the Key Personnel as further described in this RFP document, and a **Financial Proposal** for the services provided under the Agreement. It should be noted that the selected firm is envisaged to play a critical role in handling accounting and financial management services at MCF. One of the major roles of the firm would be to strengthen the accounting system & support MCF in financial management activities.

### Financial Criteria and Technical Criteria

#### Financial Criteria

1. The annual turnover of last three financial years i.e. 2016-17, 2017-18 and 2018-19 years should not be less than Rs. 10 Lakhs in each Financial Year
2. The Net cash Accruals (PAT+ Depreciation+ Non Cash Accruals) of the firm should be at least 3 lakhs during last 2 consecutive years.

#### Technical Criteria

- a. The bidder must be registered with The Institute of Chartered Accountants of India (ICAI) and having certificate of practice to work as Chartered Accountant having at least 5 years of experience in accounting.
  - b. The Team leader must have at least 2 Years of Experience as practicing as Chartered Accountant and preferably having knowledge of regional language Konkani.
  - c. Should have experience of accrual base double entry accounting system with at least one assignment in last 2 years will be given preference (During the period from 2017-18 and 2018-19 up to date of submission of bid). (Attach copy of work order/completion certificate if any)
  - d. The Firm should have the qualified staff to work on Tally Software/ Any web based accounting software for Accounting. Firms have to submit the details of staff with this qualification and certificates thereof.
  - e. The Firm must have an office in Goa.
  - f. The firm must have undertaken at least one government audit during last 2 financial years.
- The minimum thresh-hold score will be 70 marks.

## **General Terms and Conditions**

The bidder/firm can be proprietary or partnership firm. Partnership firm will be given weight age.

1. Following the issue of the letter of acceptance, the successful firm shall be awarded the work order by GSUDA.
2. Committee or Designated Officer reserves the right to accept one or to reject all RFP without assigning any reason thereof and which shall be binding to the firm(s). No dispute whatsoever in this regard shall be entertained.
3. Any firm or individual declared ineligible by the Government of India, GoG or any other subsidiary department of GoG , shall be ineligible to provide consulting services under the project.
4. Any firm or individual declared ineligible due to Non Performance, Getting Notice for Non Completion of Work or black listed by the Government of India or GoG or any other subsidiary department of GoG shall be ineligible under this project.
5. Dispute if any shall be discussed and mutually settled and in case of disagreement the same shall be referred to the Committee or Designated Officer. After referring to the Committee or Designated Officer if the said dispute is not solved, the same shall be referred to the court subject to Panaji Jurisdiction only.
6. Firm shall indemnify GSUDA, GoG and Government firm against all actions, suits, claims, demands and proceedings and any loss or damage or cost or expense that may be suffered by them on account of anything done by the firm in connection with the performance of its obligations under this contract.
7. Firm shall have the requisite organizational set up for carry out the work at Municipalities Level.

## **FORCE MAJEURE**

1. A Force Majeure event shall mean occurrence of any of the events like acts of God, exceptionally adverse weather conditions, earthquake, cyclone, flood, volcanic eruption or fire or landslide, strikes or boycotts (other than those involving the firm or their respective employees/representative or attributable to any act or omission of any of them) interrupting supplies and services, an act of war, riot, terrorist or military action, industry wide or state wide or India wide strikes or industrial action which prevent carryout work and the work specified in the ToR, which prevent the Parties from performing its obligations under this assignment.
2. Upon the Occurrence of a Force Majeure Event there shall be no Termination. There shall be no Termination payment to be made by either party.
3. If the firm is rendered wholly or partially unable to perform its obligations because of a Force Majeure Event, it shall be excused from performance of such of its obligations to the extent it is unable to perform on account of such Force Majeure Event only and not due to other reasons whatsoever.
4. The firm affected by a Force Majeure Event shall notify to GSUDA in writing of the occurrence of the Force Majeure Event as soon as reasonably practicable of its occurrence and the probable material effect that the Force Majeure Event is likely to have on the performance of its obligations under this assignment.

### **Dispute Resolution:**

Disputes if any shall be discussed and mutually settled and in case of disagreement the same shall be referred to committee or concerned officer of GSUDA.

## **Miscellaneous**

- 1. Execution of the Acceptance Letter:** It shall be the responsibility of the firm to get the letter of acceptance from the GSUDA in two sets (One for the firm and other for GSUDA).
- 2. Non Assign ability:** Firm shall not, unless otherwise provided in the ToR, directly or indirectly sell, transfer or assign sublet or otherwise part with the use whole or part of work under this contract to any person or party in any manner whatsoever.
- 3. Indemnity:**
  - a. Firm agrees and undertakes to defend, indemnify and hold harmless concerned municipalities and GSUDA, its officers and employees from and against any and all claims, liabilities, actions, demands, judgments, losses, costs, expenses, suits, actions and damages arising by reason of bodily injury, death or damages to property sustained by third parties that are caused by an act of negligence or the willful misconduct of the Firm, or by any of its personnel of whatever status.
  - b. Firm also agrees and undertakes to defend, indemnify concerned municipalities and GSUDA, from and against any and all claims, liabilities, actions, demands, judgments, suits and damages arising by reason of the facility and its maintenance and its use for advertisement under the assignment.
  - c. Concerned municipalities and GSUDA, agrees to defend, indemnify the Firm from and against any and all claims, liabilities, actions, demands, judgments, suits and damages arising by reason of the ownership of the land proposed to be licensed under the assignment.
  - d. The Firm shall not, unless otherwise provided in the ToR, directly or indirectly sell, transfer or assign, sublet or otherwise part with the use whole or part of sites and facilities under this contract to any person or party in any manner whatsoever.

- e. **Waiver:** The failure of either party to insist upon a strict performance of any of the terms or provisions of this contract or to exercise any option, right or remedy herein contained, shall not in future be construed as waiver or a relinquishment of such terms, provisions, option, right or remedy but the same shall continue and remain in full force and effect. No waiver by either party of any term of provisions, option, right or remedy but the same shall continue and remain in full force and effect. No waiver by either party of any term or provision hereof shall be deemed to have been made unless expressed in writing and signed by such party.
- f. **Modification of Contract:** Any modification/alteration to the terms and conditions of the contract shall be made by mutual consent in writing to be effective and binding. In the event that any clause/s mentioned in the contract is held to be void or not valid or not enforceable the said clause/s shall be deemed not to have been a part of the contract and the existence of such clause/s shall not invalidate or nullify the contract and it shall continue to be in force uninterrupted and be binding on the parties here to.
- g. **Termination of Work:** GSUDA have reserve the right to cancel the tender without any notice at any point of time by giving the reasons for termination in writing.
- h. **Penalty:** If firm fails to complete the assigned work within stipulated time limit or Compromises on the quality of work, the firm shall be liable to maximum 10 % of the work order value.
- i. **Confidentiality:** It would be the responsibility of the CA firm to make sure that the data with regards to accounting or any other data which the firm is having access to should not be disclosed anywhere unless:
  - Prior permission is obtained from GSUDA
  - Required by any law of regulation to disclose such data

Just a basic skeleton provided of aspects to be covered as part of confidentiality clause, to be detailed more based on discussion with official of GSUDA.

## Appendix - A

### List of Clusters of Municipalities - Goa State

Sr.	Municipal Category	Councils
1	Class 'A'	1. Margao 2. Mormugao
2	Class 'B'	3. Mapusa 4. Bicholim 5. Sanquelim 6. Ponda 7. Cuncolim 8. Quepem 9. Curchorem 10. Canacona
3	Class 'C'	11.Valpoi 12.Pernem 13. Sanguem

## Appendix - B

### Time Frame of Work

Particulars	Executing Firm	Time Frame
Submission of Half yearly financial statement (i.e Balance Sheet , Income & expenditure , Cash flow statement etc.) and other Prescribe Reports framed by GSUDA time to time ( Soft Copy and Hard Copy).	CA Firm	31 <sup>st</sup> October of the year
Submission of Final Statement as on 31 <sup>st</sup> March (i. e. Balance Sheet , Income & expenditure , Cash flow statement etc.), and other Prescribe Reports framed by GSUDA time to time ( Soft Copy and Hard Copy).	CA Firm	30 <sup>th</sup> June after the completion of Financial year

#### Note:-

In addition , the firm has to submit progress Report on a monthly basis or as and when asked by the GSUDA and Trial Balance Sheet as and when required by the GSUDA.

## Appendix – C

### Goa Municipal Accounting Reform Project Technical Assistance for Financial Year 2020 – 2021

#### Scope of Work (SoW) and Terms of Reference (ToR)

##### 1. Background

Government of Goa as part of its intention to strengthen financial capacities, accounting systems and management information systems of urban local government, has decided to introduce computerized, double entry, accrual-based accounting systems in all municipalities in Goa. This project is on-going for 13 municipalities. The Directorate of Urban Development has notified the Goa Municipal Account Code, 2008.

The Goa Municipal Accounting Reform Project (GMARP) began in November 2005.....

The initiative is now being taken up by the Directorate of Urban Development with the Goa State Urban Development Agency as the nodal agency for the project.

##### 2. Scope of Work:

To implement an efficient accrual based double entry accounting system on real time basis, GSUDA intends to engage a professional firm which will provide technical assistance and support to the 13 Municipal Councils (MCs) in the state for financial management activities.

The Broad outline of the scope of work would include:

1. Selected firm is required to study the existing system, identify the gaps and design a road map to complete the migration to accrual based double entry accounting system on real time basis in accordance with the norms laid out in National Municipal Accounting Manual and the Goa Municipal Account Code, 2008.
2. The scope of work will be broadly as under, (This is not limited and may vary during actual implementation):
3. Assist the Municipal Council (MC) in managing the transition to accrual based double entry accounting system as per provisions of National Municipal Accounting Manual (NMAM) and Goa Municipal Account Code, 2008.
4. Perform all activities required for migration from existing to accrual based double entry accounting system.
5. Update Opening Balance Sheet as on 1st April 2020;
6. Opening Balance Sheet is the starting Point for Migration to Accrual Based Double Entry as it indicates the as is position of ULB. On these lines, consulting firm has to prepare opening balance sheet by listing and valuing all liabilities and assets as on 1 April 2020. This must be prepared in Line with NMAM Goa Municipal Account Code, 2008.



7. Update and value Fixed Asset Inventory as on 1 April 2020 as per valuation provided by Government approved valuer after providing depreciation as per NMAM Goa Municipal Account Code , 2008 if required;
8. Consulting Firm will ensure that Accrual Based Double Entry (ABDEAS) is implemented in MCs in Goa. Financial Statements will be prepared as per NMAM and Goa Municipal Account Code, 2008. Financial Statements will include Income Expenditure Statement and Balance sheet along with all Annexures and Accounting Policies. Fixed Asset register is already in Place at MC and assets will be updated based on invoices and sample physical verification. Valuation of these assets has to be done as per Model National Asset valuation Methodology (MNAVM).
- 9. The firm will ensure that all the above mentioned financial statements as on 31<sup>st</sup> March 2020 are duly certified by a Statutory Auditor as per C.A.G guidelines. This is a major task that is to be achieved prior to the implementation of ABDEAS. A detail project plan with definite timeline and resource allotment is to be drafted with estimate date of completion using a project management tool like Microsoft project to track slippages and ensure timely completion of work. The said plan is to be prepared and agreed upon by GSUDA.**
10. CA Firms have to provide full time resource at each allotted municipality, who has working knowledge of an accounting software application like tally or any other web based accounting software.
11. To submit hard copy and soft copy of half yearly financial statements and Annual Final Balance Sheet for Financial year 2020-2021 duly signed by the Team Leader , President, Chief Officer and Accountant of the municipality.
12. CA Firms have to maintain accounts as per accounting policies and practices as per Accounting Standard (AS) issued by ICAI/CAG and other guideline issued by GSUDA. However, the requirement if any as per accounting code should be taken care and must be incorporated in the accounts.
13. To prepare and submit hard copy of Activity/Service wise half yearly and yearly Statement of Income and Expenditure for all the Municipal Activities/Services as identified and uniformly coded under GMARP. (Activities/Services holding Budget Code 0 to 9 including sub activities under each of these parent activities/services.).
14. To obtain status certificate of bank reconciliation from the municipality and submit it along with annual B/S.
15. The Firm will also be responsible for reconciliation of grants received by municipality with its balances of it with bank of investment, provide a support to municipalities for preparation of budget in prescribed format also advise municipality for maintaining the registers and other data which is required for preparation for account or annual accounts.
16. To prepare and submit Annual Financial Ratio Analysis Report (FRAR) in prescribed format along with hard copy of annual Balance Sheet on basis of data accessible from Balance Sheet.
17. If CA Firms have found any irregularities, misappropriation, mal or wrong practice during accounting it has to report the same to GSUDA without failure within period of 7 days of such discovery.

18. To submit single click PDF copy of annual B/S.
19. To submit single soft copy containing annual B/S and related financial statements or other data of all the municipalities allotted to concern Project CA Firm at the completion of this yearly assignment.
20. Lead Manager of the Project CA Firm to attend all the meetings/workshops relating to this assignment without fail during assignment period.
21. To follow instructions/directions/guidelines issued by PM(IT)/GSUDA from time to time regarding this assignment.
22. Any contact /response to PM(IT)/GSUDA must be made through Lead Manager only and that to within office hours. Any communication/response by any other person from Project CA Firm other than Lead Manager is strictly prohibited and will not be entertained/counted at all.
23. Not to change Lead Manager till completion of this assignment without prior approval of PM(IT)/GSUDA. In case of change of Lead Manager, GSUDA will have the sole right to take decision regarding continuance or otherwise of this assignment with concerned Project CA Firm.
24. To submit Progress Report on monthly basis & Trial Balance Sheet as and when required.
25. To submit required data by GSUDA in specified format as and when required.
26. Regular up-dation of fixed assets of Municipality on half yearly and yearly basis.
27. Update New Chart of Account in Software / Tally master data in municipality and strictly follow new chart of account for F.Y. 2014-15.
28. Assist ULBs in computerization for implementation of real time Accrual Based Double Entry Accounting System developed by NIC which is currently operational at Corporation of City of Panaji – Goa.
29. In addition to Preparation of Financial Statements, Consulting Firm will ensure that all vouchers are accounted in Accounting Software so that real time MIS reports can be generated as per requirements.
30. Capacity building through training and hand holding to ensure sustainability of the new accounting system;

All accounting will be of no use unless internal staff could generate reports themselves. Basic objective of these assignments is not to generate Financial Statements but to infuse capacity among with MC staff so that once consultants leave; they can do real time accrual based accounting. Consulting Firm would ensure that along with Class room training on concepts of migration to accrual based double entry on regular basis, there will be continuous on the job handholding support for MC staff.

Prepare, support and sustain ULBs in implementation of Accrual Based Double Entry system in preparation of Financial Statements and MIS reports.

Consulting Firm will Prepare MIS formats to be used by MCF for taking any financial decision like Total Receivables Due and Collected. On similar Lines, innovative MIS formats needs to be prepared by Consulting Firm.

### **3. Preparation of Financial statements:**

Analyze and Report whether the financial statements being prepared by the ULB conform to policy guidelines prescribed by the applicable Municipal Accounting Manual. Presently MC in Goa are preparing some Financial Statements so consulting firm is expected to review the existing Financial Statements and statement and incorporate changes in the new system if it is not in line with NMAM and Goa Municipal Account Code , 2008.

Update the accounting Policies in accordance with the applicable Municipal Accounting Manual. Data in all the financial statements is to be accounted based on Accounting Policies and specific accounting Principles and method of applying those Principles in Preparation and Presentation of Financial Statements. Consulting Firm is expected to prepare a template for Accounting Policies as a ready reckoner. Prepare/Update Template/Format of Financial statements along with its related annexure,

Financial Statements Format along with Annexures and sub annexures will be prepared in Excel and also customized for applicable accounting software.

Provide guidelines and build capacity of the ULB in timely preparation of financial statements and for maintenance of various types of accounting records as per provisions of the applicable accounting manual or financial rule.

Consulting Firm is expected to provide continuous hand holding to staff in Preparation of Financial Statements and guide them migration from accounting Books to accounting software.

Support the ULB in preparing the financial statements for the year 2019- 2020. The consultant shall complete the following activities but not limited to:

- a) Preparation of Bank Reconciliation Statements stating from the period - Financial year 1April 20--onwards.
- b) Reconciliation of receivables and collections from the period - Financial year 1April 20—onwards.
- c) Reconciliation of advances.
- d) Reconciliation of loans received (borrowings)
- e) Reconciliation of loans given to others.
- f) Reconciliation of income and expense heads.
- g) Annual Provisioning for Fixed Asset with regard to Depreciation as per MNAVM.
- h) Annual Provision for doubtful debts.
- i) Verification of deposits/debtors and liabilities. However, actuarial valuation of employee benefits is beyond the scope of the assignment as per provisions laid down in the Act.

- j) Provisioning of unrealized revenue on annual basis.
- k) Closing of Ledger accounts on annual basis.
- l) Accrual of interest on borrowings, investments and loan to employees on annual basis.

## **TRAINING**

- a) Preparation of MIS reports for the usage by MCs for decision making.
- b) Provide on the job and class room training to the Municipal Staff in maintenance of new books of accounts, preparation of financial statements, period end procedures and reconciliation processes.
- c) Provide, regular monthly on the job training to designated personnel of accounting cell and staff of line departments responsible for providing data for implementation of the new accounting system and preparation of financial statements.

## **TERMS & CONDITIONS**

- a) The Chartered Accountant of the firm has to visit the allotted A – Class of municipalities once in 15 days and B and C Class of allotted municipalities once in a month for inspection and smooth functioning of the project. The day of visit may be fixed in consultation with the Chief Officer of the concerned municipality. During such visits the Chartered Accountant shall hold a meeting with Chief Officer to brief and advise him about the functioning of accounting project and scope of improvement.
- b) No new code will be allowed to open under any head of chart of account in tally without prior permission of GSUDA and approved CA.
- c) Tenure of work: The work shall be started within 15 days from date of work order. The appointment shall stand for F.Y. 2019-20. However the appointment for 2020 –21 and 2021 – 22 shall be subject to satisfactory performance of the selected firm. In case of Nonperformance as determined by the GSUDA; GSUDA have right to recall the municipality of the respective cluster and allot to the other CA firm without any notice.
- d) Committee or Designated Authority in this behalf reserves exclusive rights to modify / increase scope of work of the selected firm and will be informed accordingly to the selected firm.
- e) Notification to Firm commitment to fair and transparent process: Firm whose RFP have been accepted shall be notified of the award by the GSUDA prior to the expiry of the period of validity of the RFP, by registered letter or by fax. This letter herein after called the "Letter of Acceptance. The Firm shall acknowledge in writing, the receipt of the Letter of Acceptance and shall send its acceptance to GSUDA within five (5) days from the receipt of the Letter of Acceptance.
- f) Signing of Acceptance Letter: Pursuant to the Firm acknowledging the Letter of Acceptance within 7 days from the date of acknowledgement of the Letter of Acceptance; GSUDA would issue the work order. Committee or Designated Authority in this behalf shall have the right and authority to negotiate terms with the successful Firm before signing of the acceptance letter. The signing of the acceptance letter shall amount to award of the work and

- g) The Firm shall initiate the execution of the work as specified in the ToR.
- h) Expenses for the work: All incidental expenses of the execution of the work shall be borne solely by the successful Firm and such amount shall not be reimbursed to the successful Firm by the concerned municipalities/GSUDA except out of pocket expenses as specified by Govt.
- i) Failure to abide by the work: The conditions stipulated in the work shall be strictly adhered to and violation of any of these conditions shall entail immediate termination of the work without prejudice to by GSUDA with such penalties as specified in the RFP Document and the letter of acceptance.
- j) Security Deposit: In case of successful bidder security deposit of 5% of the total amount in form of bank Guarantee will be taken separately for each cluster. Security deposit will be repaid without interest after the completion of the project. While in case of Termination of Contract Security deposit will be forfeited.
- k) The appointed CA Firms shall have the responsibility of the completion/fulfillment of various stages/conditions of the assignment. Failure to do so will invite financial penalty and termination of work.**

#### **TERMINATION OF CONTRACT:**

**Termination for Default:** GSUDA may, without prejudice, to any other remedy for breach of appointment, by prior written notice of default sent to the Firm, terminate the work in whole without assigning any reason if

- a) The qualified Firm fails to deliver any or all of the obligations within the time period(s) specified in the acceptance letter, or any extension thereof granted by Committee or Authority Designated in this behalf.
- b) The qualified Firm fails to perform any other obligation (s) mentioned in letter of acceptance.
- c) If the Firm is in material breach of the representations and warranties contained in this acceptance letter.

**Termination for Insolvency, Dissolution etc:** GSUDA may at any time terminate the appointment in case of dissolution of firm or winding up of company, provided that such termination will not prejudice or affect any right of action or remedy which has accrued thereafter to GSUDA.

**Termination for Convenience:** GSUDA reserves the right to terminate the contract by prior written notice, the whole or part of the appointment base on the performance. The notice of termination shall specify that termination for which performance of work under the contract is terminated and the date on which such termination becomes effective. Upon termination of this contract, GSUDA shall have the right to appoint any third party. The Security Deposit given to the GSUDA by the Firm shall be confiscated.

#### **4. Support to be provided by Municipalities**

- a. A municipality will designate proper person to prepare or arrange to prepare and provide all the required necessary details / documents / records / statements / information / explanations etc. to Project CA Firm.
- b. The hardware support (latest configuration or minimum Exclusive Core 2 Duo or later Computer system with 2GB RAM, 250 GB HDD, CD/DVD Writer, Laser Printer along with A4 size stationery, Internet Connection, UPS and proper place with furniture and appropriate staff) shall be provided by each municipality.

## Appendix – D

### A. Professional Fees

The work is required to be carried out for 3 class (Class – A, B, and C,) of municipalities. However, the lowest approved rate for A – Class Municipality shall be considered as professional fees for A – Class Municipality which is applicable to all qualified bidders. The professional fees for remaining class of municipality (Class –B & C) shall be as under:

Sr. No.	Class of Municipality	Consultancy Fees
1	B- Class	80% of rate decided for “A” – Class Municipality
2	C – Class	50% of rate decided for “A” – Class Municipality

In the case of satisfactory performance of the bidder and the work is renewed for the 2<sup>nd</sup> year i.e.

F.Y. 2020 – 2021; the professional fees would be increased by 5%. If the work is renewed for the 3<sup>rd</sup> year i.e. F.Y. 2021-2022 the professional fees would be increased by 5% from the last year i.e. F.Y. 2020-2021.

Additionally, GST at prevailing rates would be paid over and above consultancy fees. Tax Deducted at Source (TDS) as per Income Tax Act will apply. No any other expenditure will be paid to the firm for the execution of work by GSUDA except out of pocket expenses defined by the Govt.

### B. Payment Terms

Contract Amount: An all-inclusive cost of the services payable in Local currency is set as described below:

- Currency of payment: All payments of professional fees shall be made in Indian rupees.
- Security Deposit: 5% of the total amount in form of Bank Guarantee.

Mode of Billing and Payments of professional fees:

- The payment of professional fees shall be inclusive of all works to be carried out as per scope of work and other details prescribed in ToR.
- The payment of professional fees shall be made as per the following stages and after submission of bill by the firm.

The payment of professional fees shall be done in stages as under.

Sr. No.	Stages	% amount to be released
1	Opening Balance Sheet as at April 2020.	10%
2	Quarterly final account along with relevant reconciliations and other documents as mentioned in scope of work or as required by GSUDA.	10%
3	Financial Statement 2020-2021 along with relevant reconciliations and other documents as mentioned in scope of work or as required by GSUDA.	10%
4	Training – Minimum 1 per month (To be paid on Monthly Pro Rata Basis)	30%
5	Submission of monthly progress report (To be paid on Monthly Pro Rata Basis)	40%

**Note:** All payments are subject to regularity of submission of monthly reports and to the satisfaction of GSUDA. The months mentioned above are inviolate. No reminders will be given. Any delay will invite unilateral action by GSUDA and without prior notice.

1. No intermediate payment of professional fees shall be made.
2. The Firm shall submit the invoices in duplicate to the client on firms printed bill forms indicating the work done by it during the period for which payment of professional fees is sought.
3. The stage wise payment of professional fees shall be released after verification/ certification of stage wise completion of work by officer in charge of GSUDA.
4. If the progress is not satisfactory and according to the agreed work program/schedule the payment may be withheld until such times the Firm should be recovered the shortfall.



5. If there is any correction, addition, modification asked by GSUDA the Firm shall there upon promptly make any necessary corrections and upon completion of such correction, the foregoing process shall be repeated.
6. Suspension of payments of professional fees : Any point of time during the term of the Contract GSUDA authority may issue a written notice for suspension and withhold all payments to the qualified Firm(S) under the Contract, if the qualified Firm(S) fails to perform any of its obligations under this Contract. Prior to the suspension of the payments, the GSUDA shall make the request to the qualified Firm(S) to remedy such failure within a period of 10 days from the date of issue of such notice of suspension. The notice of suspension shall specify the nature of the failure. In the event the Firm(S) does not rectify the failure within the specified time prescribed, the GSUDA shall have the right to terminate the Contract. In case of any disputes, the decision of Committee or Designated Authority in this behalf shall be final and binding to firm carrying out the work.

All legal matters shall be referred to the court of law subject to Panaji Jurisdiction only.

**For and on behalf of**  
**GSUDA**

**For and on behalf of the**  
**CA FIRM**

**Member Secretary**

**Proprietor /**  
**Partner (Team**  
**Leader)**

**Date:**

**Date:**

**Place:**

**Place:**

# Appendix E

## Financial Ratio Analysis

### 1. Percentage of Profit / Loss

- $\text{Total Surplus / Deficit} = (\text{Total Income} - \text{Expenditure}) / \text{Total Income} * 100$

### 2. Percentage of Total Income from Various Sources of Municipal Revenue

- $\text{Municipal Own Source Revenue Income (Tax + Non Tax + Miscellaneous)} / \text{Total Income} * 100$
- $\text{Municipal Own Source Capital Income (Sale of Land, One time income, Premium)} / \text{Total Income} * 100$
- $\text{Municipal Revenue Grant Income} / \text{Total Income} * 100$
- $\text{Municipal Capital Grant Income} / \text{Total Income} * 100$
- $\text{New Loan and borrowings} / \text{Total Income} * 100$
- $\text{Fiduciary income (Deposit Received, Funds received and held on behalf of others)} / \text{Total Income} * 100$

### 3. Percentage share of Various types of Municipal expenditures in total expenditure

- $\text{Salary} / \text{Total Expenditure} * 100$
- $\text{O \& M} / \text{Total Expenditure} * 100$
- $\text{Interest \& Finance Charges} / \text{Total Expenditure} * 100$
- $\text{Capital Expenditure (Exclusive of loan repayment)} / \text{Total Expenditure} * 100$
- $\text{Loan Repayment} / \text{Total Expenditure} * 100$
- $\text{Fiduciary Expenditure (Deposit Refund or funds returned back which were held on behalf of others)} / \text{Total Expenditure} * 100$

### 4. Percentage of Municipal Expenditure by function wise

- $\text{Expenditure on General Administration (Revenue)} / \text{Total Municipal Expenditure (Revenue)} * 100$
- $\text{Expenditure on Planning \& Regulation (Revenue)} / \text{Total Municipal Expenditure (Revenue)}$

\*100

- $\text{Expenditure on Water Supply \& Sewerage Services (Revenue) / Total Municipal Expenditure (Revenue) * 100}$
- $\text{Expenditure on Public Health (Revenue) / Total Municipal Expenditure (Revenue) * 100}$
- $\text{Expenditure on Sanitation \& Solid Waste Management (Revenue) / Total Municipal Expenditure (Revenue) * 100}$
- $\text{Expenditure on Public Work \& Civic Amenities (Revenue) / Total Municipal Expenditure (Revenue) * 100}$
- $\text{Expenditure on Urban Forestry \& Recreational Infrastructure (Revenue) / Total Municipal Expenditure (Revenue) * 100}$
- $\text{Expenditure on Urban Poverty \& Recreational Infrastructure (Revenue) / Total Municipal Expenditure (Revenue) * 100}$
- $\text{Expenditure on Public Education (Revenue) / Total Municipal Expenditure (Revenue) * 100}$
- $\text{Expenditure on Other Function \& Support Service (Revenue) / Total Municipal Expenditure (Revenue) * 100}$

#### **5. Percentage of Revenue Deficit Ratio**

- $\text{Revenue Deficit Ratio} = \text{Revenue Expenditure} / \text{Revenue Income}$

#### **6. Current Ratio = Current Assets / Current Liabilities**

#### **7. Liquid Assets Ratio = Net Working Capital (Current Assets – Current Liabilities) to Total Expenditure.**

## **ANNEXURE - 1**

(On the Letterhead of the Firm with full postal address, telephone nos. or fax, e-mail address etc of Team leader)

### **Anti-Collusion Certificate**

We certify that, this bid is made in good faith and that we have not fixed or adjusted the Bid by or under or in accordance with any agreement or arrangement with any other person.

We also certify that we have not, and we undertake that we will not, before the award of any contract for work the following:-

1. Communicate to any person any commercial communication (outside this consortium, its professional and financial advisers, proposed financing banks and their professional and financial advisers) other than the GSUDA.
2. Enter into any contract/agreement or arrangement with any other person (outside this consortium) that they shall restrain from Bidding, that they shall withdraw and Bid once offered or vary the amount of any bid to be submitted.
3. Pay, give or offer to pay or give any sum of money or other valuable consideration directly or indirectly to any person (outside this consortium) for doing or having done or causing or having caused to be done in relation to any other Bid or proposed Bid or the work, any act or thing of the sort described at (i) (a) or (b) above.

Date:

Day of \_\_\_\_\_ 2020.

\_\_\_\_\_  
Name of the Firm

\_\_\_\_\_  
Signature of the Proprietor / Partner

\_\_\_\_\_  
Date of Receipt of tender documents

\_\_\_\_\_  
Signature of the Proprietor / Partner

## **ANNEXURE-2**

### **Format for Covering Letter**

(On the Letterhead of the Firm with full postal address, telephone nos. or fax, e-mail address etc of Team leader)

Dated: \_\_\_\_\_

To,

The Member Secretary  
Goa State Urban Development Agency  
6<sup>th</sup> Floor, Shramshakti Bhavan.  
Patto, Panaji – Goa 403001

Sub: **RFP Cluster No:** \_\_\_\_\_

Dear Sir,

We refer to your advertisement dated\_\_\_\_\_ for inviting empanelment of Chartered Accountants.

Having fully studied and understood the tender document and its accompaniments and the details therein, I / We\_\_\_\_\_here by submit the application for qualification for the above project.

We hereby confirm that:

1. All information provided in the Qualification Statement and in the attachments is true and correct  
、
2. This statement is made for the explicit purpose of qualifying as Chartered Accountants for Implementation of Accrual Based Double Entry Accounting System in 13 Municipalities of Goa as per GSUDA guidelines.

We shall make available to the GSUDA or their authorized agencies and additional information they may find necessary to verify the Qualification Statement. GSUDA or its authorized representatives are hereby authorized to conduct or to make any inquiries or investigations to verify the statements, document and information submitted with this

application and/or in connection therewith and to seek clarification from our bankers, financial institutions and clients regarding the same. This letter shall also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information and particulars or clarification as may be deemed necessary or appropriate by GSUDA to verify the statements and information furnished in this application together with all annexure , appendix or with regard to the resources and experience of the Firm.

For any information, GSUDA or its authorized representative may contact the following persons:

	<b>Professional Enquiries</b>		<b>Financial Enquiries</b>
	<b>Contact 1</b>	<b>Contact 2</b>	<b>Contact 1</b>
Name			
Address			
Telephone			
Fax			
E-mail			
Address			

We understand that the final bids by Firm(s) will be subject to verification of any and all information submitted in the tender.

We also understand that GSUDA reserve the right to amend, alter or vary the scope and terms of the bid.

We understand that GSUDA shall not in any manner be liable for its actions described in item 7 and 8 of appendix C and shall be under no obligation to inform the Firm of the grounds and / or reasons for the same.

We hereby irrevocably waive any right at any stage at law or howsoever otherwise arising to challenge, question or delay in any decision taken by GSUDA in selection process.

Yours sincerely,

Signature (authorized signatory)  
(Proprietor / Partner)

For and on behalf of\_\_\_\_\_

**ANNEXURE-3**

**FORMAT FOR LETTER OF AUTHORISATION**

(On the Letterhead of the Firm with full postal address, telephone nos. or fax, e-mail address etc of Team leader)

To,

The Member Secretary

Goa State Urban Development Agency

6<sup>th</sup> Floor, Shramshakti Bhavan.

Patto, Panaji – Goa 403001

Shri \_\_\_\_\_ domiciled at \_\_\_\_\_

(Address), acting as \_\_\_\_\_ (Designation and name of the firm), and whose signature is attested below, is hereby authorized on behalf of to negotiate and settle terms and conditions, finalize, approve, sign and execute proposal, Documents, Endorsements, Writings etc. as may be required by GSUDA for the work of appointment of Chartered Accountants for Implementation of Accrual Based Double Entry Accounting System in 13 Municipalities of Goa.

(Attested Signature of Shri \_\_\_\_\_)

\_\_\_\_\_  
Name of the Designated Person

\_\_\_\_\_  
Signature of the Authorized Person

\_\_\_\_\_  
Name of the Firm with Name of team Leader

#### **ANNEXURE-4**

##### **Format for Affidavit**

(On the Letterhead of the Firm with full postal address, telephone nos. or fax, e-mail address etc of Team leader)

To,

The Member Secretary

Goa State Urban Development Agency

6<sup>th</sup> Floor, Shramshakti Bhavan.

Patto, Panaji – Goa 403001

I/We \_\_\_\_\_ (Name and Designation) of \_\_\_\_\_  
\_\_\_\_\_ (Name of firm ) do solemnly affirm and certify that  
all the statements made in the annexure hereto are true and correct.

I, hereby undertake to provide/furnish any other information/ particulars as may be required by GSUDA.

I, the undersigned, further agree and undertake to arrange and / or assist GSUDA and / or its authorized representative in all respects, whatsoever, in conducting any enquiry or investigations for verification/authentication of the statements, documents submitted by us in connection with this application and to seek clarification from our bankers and clients regarding and financial, technical and managerial aspect(s).

I, further agree and undertake to authorize and individual or authorized representative of any institution referred to in the supporting information, to provide such information as may be deemed necessary and requested by you to verify the statement and information furnished in this application together with all appendix, Annexure or with regard to the resources, experience and competent of the firm herein.

\_\_\_\_\_  
Signature (Authorized Signatory)



**ANNEXURE-5**

**FORMAT FOR UNDERTAKING**

(On the Letterhead of the Firm with full postal address, telephone nos. or fax, e-mail address etc of Team leader)

Firm is required to fill up all the blank spaces in this Bid Form.

To,

The Member Secretary

Goa State Urban Development Agency

6<sup>th</sup> Floor, Shramshakti Bhavan.

Patto, Panaji – Goa 403001

Sub: Advertisement Dated .\_\_\_\_ /2019-20

Dear Sir,

The complete set of RFP document, Clarification, amendments, addendum etc. for the execution of the above contract, we the undersigned offer to execute and complete whole of the said work in a schedule time limit from the date of issue of letter of Acceptance/ Work Order as given in Condition of Contract and in conformity with the above set of documents for the Financial Offer in separate sealed Envelope.

I/We agree that,

The officer in-charge will be at liberty to take any action including termination of work contract and impose at his absolute discretion any penalties and/or reject the work.

I/We undertake, if my/our bid is accepted to deliver the works in accordance with the contract for period as specified in the bid from the date of receipt of letter of acceptance issued to me/us.

I/We agree to abide by this bid for a period of (120 days) from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

We understand that we have to follow the instruction of PM(IT)/GSUDA and their designated officers; if any during the execution of the work within the contract period.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

Signature of the Firm

\_\_\_\_\_

Name of the Person

\_\_\_\_\_

In the capacity of

(Seal)

(Name of Firm)

Duly authorized to sign Bid for and on behalf of (fill in block capitals)

Witness Signature \_\_\_\_\_

Name : Address :

### **ANNEXURE-6**

(On the Letterhead of the Firm with full postal address, telephone nos. or fax, e-mail address etc of Team leader)

#### **( A ) DETAILS OF KEY PERSONNEL**

Name of the Chartered Accountants:

<b>Sr 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>Audited Evidence for 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>	<b>9</b>
<b>1</b>								
<b>2</b>								
<b>3</b>								
<b>4</b>								
<b>5</b>								

#### **( B ) DETAILS OF KEY PERSONNEL PROPOSED FOR THE PROJECT**

Name of the Chartered Accountant:

<b>Sr No.</b>	<b>Name of Incumbent</b>	<b>Age</b>	<b>Professional Qualification</b>	<b>Total experience</b>	<b>Date Since employed with the consultant</b>	<b>Training</b>	<b>Annual Salary</b>	<b>Audited Evidence for 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>	<b>9</b>
<b>1</b>								
<b>2</b>								

**FINANCIAL BID**

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

**Rate for Implementation of Accrual Based Double Entry Accounting System in Municipalities**

<b>Class of Municipalities:</b>	<b>Rate per municipality (Rs.) Per Annum ( Inclusive of All expenses ) Without Service Tax</b>	
	<b>In Figure</b>	
1. A Class Municipalities		

Service tax at prevailing rates over and above consultancy fees will be paid separately.

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**Name & Signatures of Authorized Person**

## **FINANCIAL BID**

### **How to Quote Financial Bid**

How to Quote?

1. Firm should submit the BID in separate envelope.
2. Firm is required to offer the rate for all the activities as mentioned in the scope of work and no other charges / reimbursement will be payable to firm. The work is required to be carried out for 4 classes (Class – A, B, & C ) of municipalities.
3. However bidder has to quote the rate for ‘A’ Class of municipality only. Lowest rate (after due negotiation if any) for class – A municipality will be considered as base rate for financial bid; basis which the payment structure for each remaining class of municipalities shall be finalized as per the following structure:

<b>Sr. No.</b>	<b>Class of Municipality</b>	<b>Professional Fees</b>
1	B – Class	80% of rate decided for “A” – Class Municipality
2	C – Class	50% of rate decided for “A” – Class Municipality

Additionally, you will be paid GST at prevailing rates over and above consultancy fees. Also, Tax Deducted at Source (TDS) as per Income Tax Act Apply. No any other expenditure will be paid to the firm for the execution of work by GSUDA.