



**"STOP CORONA"**

**"Wash Your Hands, Wear Mask & Maintain Social Distance"**

	DELHI JAL BOARD: GOVT. OF N.C.T. OF DELHI O/o THE ADDL. CHIEF ENGINEER (PROJECT)-I, ROOM NO.614, 6 <sup>th</sup> FLOOR, VARUNALAYA PHASE- II, KAROL BAGH, NEW DELHI:-110005 Tel. No.011-23620933; e-mail: eeedp.djb@nic.in	
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No: DJB/EE(EDP)/NIT/2021-22/

Date: 04.01.2022

**PRESS N.I.T. No.01 (2021-2022)/EDP**

On behalf of Delhi Jal Board, Online percentage rate bids are invited for the following work, from eligible firms (proprietorship, Partnership firms, companies, corporations, consortia), either individually as a bidder or as a joint venture firm, in the prescribed bid documents under two bid system i.e. Technical Proposal Part A (Eligibility criteria) and Financial Proposal Part B as Financial Bid:

Last Date of downloading of Tender Documents:	19, January, 2022 up to 03:00 PM
Date of Pre-bid Meeting	: 11, January, 2022 at 11:00 AM
Last date of Online Submission of Tenders	: 19, January, 2022 till 03:00 PM
Opening of Part-I (Technical bid Part A)	: 19, January, 2022 at 03:10 PM
Opening of Part-II (Financial bid)	: After evaluation of technical Bid

Name of work	Amount put to tender (in Rs.)	Earnest Money (In Rs.)	Tender Processing Fee (In Rs.)	Completion period
Development of new Accounting Software and preparation of financial statement as on 31.03.2022, 31.03.2023 and 31.03.2024 of Delhi Jal Board.	I/Rate	3,60,000/-	1,000/-	21 Months

**Note:**

- Validity of tender is 180 days from the last date of receipt of tenders. NIT along with all the terms & conditions is available on the Delhi Govt. Website <https://govtprocurement.delhi.gov.in>. Agencies may contact the office of the undersigned at the address/Telephone given above for any information/query.
- Any future amendment/corrigendum made in this NIT can be seen on the website <https://govtprocurement.delhi.gov.in>.
- Provision of GST Act 2017 shall have the superseding effect over the all earlier taxes like VAT/WCT/Service Tax/other like taxes as contemplated in the Act. Accordingly, the terms VAT/WCT/Service Tax, etc. appearing anywhere in the bid document may be read as the applicable tax under the GST Act, 2017.
- EMD and Tender fee should be deposited to Indian Bank through link <https://services.sabpaisa.in/pages/demo/djboard.html> at Indian Bank, Copernicus Marg, Baroda House, New Delhi.

5. Further one set of hard copies of technical bid shall be submitted by the bidder to the division on the following day of submission of the bid.
6. The Pre-bid meeting will be held in the office of the undersigned at the office address given above.

(Tanveerul Hasan)  
Executive Engineer (EDP)

Copy to:

1. PS to Hon'ble Chairman/PS to Hon'ble Vice Chairman, DJB
2. PS to CEO/Mem(A)/Mem(F)/CVO/Addl. CEO (DJB)
3. Director(F&A)/ACE(P)-I
4. Sr. AO(F&G)/AEE(EDP)/AAO(EDP/F&G)/JE-I(EDP)/JA-I(EDP)
5. Contractor's Welfare Association (Regd.), 20, FF, LSC, BQ Block, DDA Market, Shalimar Bagh, Delhi-88.
6. The Manager, Indian Bank, Copernicus Marg, Connaught Place, New Delhi.
7. PRO (DJB)- for publication of NIT in the leading newspaper.
8. Programmer-I (EDP)- for necessary and immediate action.
9. Office copy/Case file.

Executive Engineer (EDP)

Signature Not Verified

Digitally signed by BUDH LAL KURU  
Date: 2022.01.04 19:41:35 IST  
Location: NCD of Delhi-DL



**NIT for development of new accounting software and preparation of financial statement as on 31.03.2022, 31.03.2023 and 31.03.2021 of Delhi Jal Board.**

**DELHI JAL BOARD**

**Office of the Executive Engineer (EDP)**

**6th Floor, Room No: 614 Varunalaya, Phase-II,  
Jhandewalan, Karol Bagh, New Delhi-110005**

## **Disclaimer**

The information contained in this Request for Proposal document ("**NIT**") or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of the Authority (Delhi Jal Board) or any of its employees or advisers, is provided to Applicants on the terms and conditions set out in this NIT and such other terms and conditions subject to which such information is provided.

This NIT is not an agreement or an offer by the Delhi Jal Board, herein after referred as Authority, to the prospective Applicants or any other person. The purpose of this NIT is to provide information to interested firms that may be useful to them in the formulation of their Bids pursuant to this NIT. This NIT includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Consultancy. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This NIT may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this NIT. The assumptions, assessments, statements and information contained in this NIT, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this NIT and obtain independent advice from appropriate sources.

Information provided in this NIT to the Applicants may be on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The Authority, its employees and advisers make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this NIT or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the NIT and any assessment, assumption, statement or information

Contained therein or deemed to form part of this NIT or arising in any way in this Selection Process.

The Authority also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Applicant upon the statements contained in this NIT.

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

The issue of this NIT does not imply that the Authority is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for the Consultancy and the Authority reserves the right to reject all or any of the Bids without assigning any reasons whatsoever.

The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Applicant and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Bid, regardless of the conduct or outcome of the Selection Process.

### Data Sheet

Date of Issue of NIT	<b>07 January, 2022</b>
Last Date and Time of Submission of Bid	<b>Date 19 January, 2022</b> <b>Time: Till 3:00 pm</b>
Web Address to download the NIT	<b><a href="https://govtprocurement.delhi.gov.in">https://govtprocurement.delhi.gov.in</a></b>
Date of Pre-bid meeting	<b>11 January, 2022 at 11:00 AM</b>
Date of opening of Technical Bids	<b>19 January, 2022 at 3.10 AM</b>
Date of opening of Financial Bids	<b>After evaluation of technical bid</b>
Completion period of the project	<b>21 months</b>
Cost of NIT Document	<b>Rs. 1,000/-</b>
EMD Amount	<b>Rs. 3,60,000</b>
Validity of Proposal	<b>180 Days</b>
Selection Process	<b>As per NIT</b>
Office Address	<b>EDP Cell Room No614, ,6th Floor, Varunalaya, Phase-I, Jhandewalan, New Delhi-110055</b>
Mode of EMD and Tender fees deposition	<b>EMD and Tender fees to be deposited electronically by the Agency. (Link at DJB Website)</b>

## Introduction

- 1. Background:** Delhi Jal Board was constituted through an Act of Delhi Legislative Assembly on 6th April 1998. It has been meeting the needs of potable water in the National Capital Territory of Delhi for more than five decades. Delhi Jal Board has been able to supply pure and wholesome filtered water to the capital city of India which has grown phenomally to the present population of more than 160 Lakh. Delhi Jal Board is committed for the augmentation of water supply in Delhi and has taken many steps in this direction. Delhi Jal Board has ensured average availability of 50 gallons per capita per day of filtered water through an efficient network of water treatment plants, booster pumping stations and about 9000 km's of water mains & distribution system.
- 2. General Details:** Entire work of Delhi Jal Board in managed by 6 sectors and 120 divisions in following manner

Sector	Description	Divisions
Admin	This Sector Deals with Allocation of Funds to Divisions, Making of Fixed deposit and Management of Loan	There are total 6 divisions inAdmin Sector
Water Bulk	This Section Deals with Water Quality Control	There are total 16 divisions in Water bulk Sector
Water Construction	This Section Deals with Construction of Water Treatment Plant, Raw WaterArrangement for Additional Needs	There are total 22 divisions inwater construction Sector
Drainage Construction	This Section Deals with Replacementof Sewers, Sewerage Facility in Rural/ Unauthorized Colony	There are total 18 divisions indrainage construction Sector
Sewerage Bulk	This Section Deals with Sewerage Quality Control, Renovation of Existing Plants & P Station	There are total 18 divisions insewerage bulk Sector
Maintenance	This Section includes ZRO (Zonal	There are total 39 divisions in

	Revenue Offices) where income from sale of water are booked, Maintenance of Drainage	maintenance Sector
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3. Overview of financial statements Delhi Jal Board: Double entry accounting system was adopted by DJB in Year 2013. Currently accounting is being done in all 120 divisions on tally accounting system, but due to various reasons there are some un-reconciled/ non verified balances exists at each divisions, which becomes reason of repetitive auditors queries. Various such balances are pertaining to long period back. Now DJB wants to remove all such discrepancies, by checking and confirming of each and every ledger at all divisions. Further currently DJB is using Tally software in all its 120 division which will be replaced by customized software.



## **Chapter: Instruction to Bidders**

- 1.** The client requires that agencies observe the highest standard of ethics during the procurement and execution of such contracts. In such pursuance of this policy, the Defines, for the purposes of this provision, the terms set forth below as follows:
  - a) "Corrupt practice" means behavior on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves and/or those close to them, or induce others to do so, by misusing the position in which they are placed, and it includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; and
  - b) "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the borrower, and includes collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the borrower of the benefits of free and open competition).
- 2.** Will reject a Proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract; and

### **Proposal**

- 3.** If an agency submits or participates in more than one proposal, such proposals shall be disqualified

### **Proposal Validity**

- 4.** The Data Sheet indicates time period of the agencies' proposals must remain valid after the submission date. During this period, the agencies shall maintain the availability of experts nominated in the Proposal. The Client will make its best effort to complete negotiations within this period. In case of need, the Client may request agencies to extend the validity period of their Proposals. Agencies have the right to refuse to extend the validity period of their proposals.

## Eligibility Criteria

5. A Bidder participating in this procurement process shall have the following mentioned minimum pre-qualification/ Eligibility Criteria.

S.No	Basic Requirement	Specific Requirement	Supporting Evidence
1	Legal Entity	The Bidder must be Chartered Accountant Firm. The Bidder should have experience of at least 10 years.	ICAI Certificate
2	PAN/GST	Bidder should have PAN no and GST No.	Reg. Certificate
3	Average Turnover	Bidder should have average annual turnover of Rs. 1 Crore or more for the last 3 financial years (2020-21, 2019-20, and 2018-19)	Audited Financial Statements (In case of audited statement for FY 2020-21 is not available than, provision financial statement certified from Chartered Accountant is required)
4	Existence in the Delhi/NCR	Bidder should have existence in the Delhi/NCR Region	Relevant Supporting Document
5	Experience of the Bidders in Accounting Assignment Across India	Overall Experience of Bidder in at least 2 projects of Double Entry Accounting System / Accounting Assignments Across the India with minimum consulting fees of INR 20 Lakh per Accounting Year during the last 5 years period ending 31st March 2020 of Government Department / listed Companies / Govt. undertaking / Urban local bodies / Panchayat's either as Sole Bidder/ Lead Consultant.	Copy of Completion Certificate along with Work Order duly signed by Competent Authority.

6	Experience of undertaking of large level assignments	Experience of the Agency in accounting and financial management service/ Implementation of Accounting Assignments in public sector units/ government undertakings/ Urban Local bodies/ Rural Local Bodies across the India and assignment value should be more than 2 crores (Value of Initial Work order should be more than 2 Crores)	Completion Certificate or completion of Project successfully implement at least for 2 year if the time of project is > 2 years.
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### **Participation of Government Employees**

- 6.** No current government employee shall be deployed by the Agency/Agencies without the prior written approval by the appropriate authority.

### **Bid Security**

#### **7. Bid Security (Earnest Money Deposit)**

- a) The bid security of amount indicated in Data Sheet shall be deposited in Bank account as mentioned in Data Sheet Before the last date and time of submission of Bid Document and bidder should attach the proof of payment of EMD in technical bid.
- b) The Employer shall reject any bid not accompanied by appropriate bid security, as nonresponsive.
- c) The bid security of the successful Bidder shall be returned as promptly as possible once he has signed the Contract and furnished the required performance security.
- d) Bid securities of the unsuccessful bidders shall be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30<sup>th</sup> day after the award of the contract to successful bidder.
- e) The bid security may be forfeited:
  - i. If a Bidder withdraws its bid during the period of bid validity.
  - ii. If the successful Bidder fails to:
    - a. Sign the Contract within required time frame;
    - b. Furnish a performance security.

## **Clarification and Amendments to NIT Documents:**

- 8.** Agencies may request a clarification of any of the NIT documents. Any request for clarification must be sent by mail before the last date and time of pre bid queries as indicated in the Data Sheet. The Client will upload responses to the pre bid queries on online tender portal but without identifying the source of inquiry, to all Agencies.
- 9.** At any time before the submission of Proposals, the Client may, whether at its own initiative, or in response to a clarification requested by agencies, amend the NIT by issuing an addendum. The addendum will be uploaded on online tender portal and will be binding for all. To give Agencies reasonable time in which to take an amendment into account in their Proposals, the Client may at its discretion, if the amendment is substantial, extend the deadline for the NIT submission.

## **PREPARATION OF THE PROPOSAL**

- 10.** Agencies' Proposal (the Proposal) shall consist of following:

- i. Application for Bid Proposal and the Technical Proposal, Online and Manual Both.
- ii. the Financial Proposal online only.

- 11. Bid Security (EMD) and Cost of NIT Document:** Cost of NIT document and Bid security (EMD) should be paid online in Bank Account Mentioned in Data Sheet and proof of payment of the same must be placed alongwith Technical Proposal and to be submitted at Delhi Jal Board office before proposal due date.

- 12.** The Proposal, as well as all related correspondence exchanged by the Agencies and the Client, shall be in English. All reports prepared by the contracted Agencies shall also be in English.

- 13.** The Proposal should include a cover letter signed by person(s) with full authorization to make legally binding contractual (including financial) commitments on behalf of the Agency

- 14.** The Technical Proposal should clearly demonstrate the Agency/Agencies' Understanding of the assignment requirements and capability and approach for carrying out the tasks set forth in the TOR through the nominated experts.

## **The Technical**

**15.** The Technical Proposal shall not include any information related to financial proposal and any Technical Proposals containing information related to financial proposal shall be declared nonresponsive.

## **Technical Proposal Format**

**16.** The Agency/Agencies shall submit technical proposal in the manner and mode as specified in data sheet. Submission of the wrong type of Technical Proposal will result in the Proposal being deemed non-responsive.

**17.** The proposal shall contain details on the following

<b>Proposal Type Content</b>	<b>Technical Proposal (TP)</b>
Experience of the Agencies	i. Maximum two pages introducing the agencies and associate agencies(s) background. ii. Proposal submission form (Form Tech -I) iii. Organization& General Experience (Form TECH -2A) iv. Relevant completed projects in the format of Form TECH-2B illustrating agencies experience. No promotional material should be included.
Comments on terms of Reference	As per Form TECH-3A& TECH-3B
Description of Firms Capacity to undertake the Assignment	Maximum twenty pages inclusive of charts and diagrams(Form TECH-4).
CV of Experts	As per Form TECH-5

## **Technical Proposal Content**

**18.** The Technical Proposal shall contain information indicated in the following paragraphs from (i) to (vii) using the Standard Technical Proposal Forms (Form TECH-1 to Form TECH-5). Such information must be provided by the agencies:

- i. A brief description of the organization and outline of recent experience of the

Agency/Agencies on assignments is required in prescribed form. For each assignment, the outline should indicate inter-alia, the assignment, contract amount and the Agency/Agencies' involvement. Information should be provided only for those assignments for which the agency/agencies were legally contracted by the client as a Lead Bidder. Assignments completed by individual experts working privately or through other consulting Agencies cannot be claimed as the experience of the Agency/Agencies, or its Associates, but can be claimed to substantiate the claimed experience if so requested by the Client.

- ii. A concise, complete, and logical description of how the Agency/Agencies' team will carry out the services to meet all requirements of the TOR.
- iii. A work plan showing in graphical format (bar chart) the timing of major activities, anticipated coordination meetings, and deliverables such as reports required under the TOR.
- iv. An organization chart indicating relationships amongst the Agency/Agencies, the Client, and other parties or stakeholders, if any, involved in the assignment.
- v. Comments, if any, on the TOR to improve performance in carrying out the assignment. Innovativeness will be appreciated, including workable suggestions that could improve the quality/effectiveness of the assignment. In this regard, unless the Agency/Agencies clearly states otherwise, it will be assumed by the Client that work required to implement any such improvements, are included in the inputs shown on the Agencies Staffing Schedule.
- vi. The Technical Proposal shall not include information related to financial proposal. Technical Proposals containing information related to financial proposal shall be declared non responsive.
- vii. Technical Proposals should also be delivered in hard copy at the address indicated in data sheet on due date.

## **Financial Proposal**

- 19.** All information provided in Agencies Financial Proposal will be treated as confidential.
- a) The Financial Proposal is to be submitted in online mode on tender portal only.
  - b) No proposed schedule of payments should be included in Agencies' Financial Proposals.

- c) Agencies/Agencies shall quote the rates in Indian National Rupees only.
- d) It shall include all costs /expenses and statutory taxes excluding GST. The Client shall pay GST as applicable on prevailing rates.

## **PROPOSAL EVALUATION**

- 20.** From the time the Proposals are opened to the time the contract is awarded, the agencies should not contact the Client on any matter related to its Technical and/or Financial Proposal. Any effort by any agencies to influence the Client in examination, evaluation, ranking of Proposals or recommendation for award of contract may result in rejection of the agencies' Proposal.
- 21.** If the bid security and cost of NIT Document is not found to be in order then the proposal shall be treated as non-responsive and shall not be evaluated further.
- 22.** The eligibility criteria will be first evaluated for each bidder. Detailed technical evaluation will be taken up in respect of only those bidders, who meet with the prescribed eligibility criteria.
- 23.** Evaluation committee will be responsible for evaluation and ranking of Proposals received.
- 24.** The evaluation committee evaluates and ranks the Technical Proposals on the basis of Proposal's responsiveness to the TOR using the evaluation criteria and points system specified in the Data Sheet. Each Technical Proposal will receive a technical score. **A Proposal shall be rejected if it does not achieve the minimum technical mark of 700 from the maximum of 1,000 points.**
- 25.** A Technical Proposal may not be considered for evaluation in any of the following cases:
  - i.** the Agency/Agencies that submitted the Proposal was found not to be legally incorporated or established in India; or
  - ii.** The Technical Proposal was submitted in the wrong format;
  - iii.** The Technical Proposal included details of costs of the services; or
  - iv.** The Technical Proposal reached the Client after the submission closing

time and date specified in the Data Sheet.

- 26.** After the technical evaluation is completed, the Client shall not open Financial Proposals of the technically unqualified agencies. The Client shall simultaneously notify, in writing by mail to Agencies whose Technical Proposals received a mark of 700 or higher.

**Opening and Evaluation of financial Proposals:**

**27.** Opening of Financial Proposals:

- a) The marks of each Technical Proposal that met the minimum mark of 700 will be qualify for opening of financial bids
- b) The Client's representative will open each Financial Proposal. The total price shown in the agencies' Financial Proposal will be recorded in writing by the Client's representative.

**28.** Evaluation of Financial Proposals

- a) Following the ranking of Technical Proposals, based on QCBS method, financial proposals shall be opened online and the highest ranked bidder based on cumulative technical and financial evaluation ranking will be invited for contract negotiations.
- b) The detailed contents of each Financial Proposal will be subsequently reviewed by the Client.
- c) The Eligible Bidder would be given marks on the basis of their Understanding of the project plan.

**NOTE: The weight-age for Financial Proposal and Technical Proposal has been given 20% and 80% respectively.**

The Financial Proposals shall be given scores as follows:

$$Pf = 100 \times Fm / F$$

Where:

Pf is Financial Score, Fm is the Lowest Bid Price, F is the price of the proposal under consideration

- b) The Composite Score from Technical Proposal and Financial Proposal



shall be computed as follows:

$$\textbf{Composite Score} = (\textbf{Pf} \times \textbf{0.2}) + (\textbf{Pt} \times \textbf{0.8}),$$

Where:

Pt is the Technical Score of the proposal under consideration

- c) The Agency getting highest marks would be declared Successful.

### **Award of Contract**

#### **29. Award of Contract**

- a) The Client shall award the Contract to the selected Agency.
- b) The selected Agency/Agencies is expected to commence the Assignment at the location specified in the Data Sheet.

### **DURATION OF ASSIGNMENT**

- 30.** The original duration of assignment will be till 31 July, 2024 from the date of signing of contract agreement. Notwithstanding anything contained herein above, Delhi Jal Board reserves the right to extend the assignment for further period of 3 months without any additional remuneration to agency.

### **PERFORMANCE SECURITY**

- 31.** After award of assignment, selected agency will submit 10 % of Contract Value as Performance security in form of Bank Guarantee in the favor of Delhi Jal Board (Govt. of NCT of Delhi) Executive Engineer (EDP) Room No 614, ,6th Floor, Varunalaya, Phase-I, Jhandewalan, New Delhi-110055 for one year.

## **Scope of Work**

### **General:**

- 1.** Time and quality is the essence of this contract.
- 2.** Successful bidder will have to deploy customized software with ability to generate consolidated, sector wise and division wise financial statements.
- 3.** The successful bidder will deploy team at DJB office as mentioned in NIT.
- 4.** The successful bidder will provide training and handholding to concerned staff of DJB.
- 5.** DJB will nominate a nodal person for this assignment who shall assist the successful bidder with required information, data, records, files and registers.

**Scope of Work:** The scope of work is broadly classified into two modules, the details of work included in each module are as follows:-

### **6.** Web based Accounting Software Development and Implementation

- ❖ Designing and implementation of customizable Web based software in replacement of existing tally software

### **7.** Accounting

- ❖ Drafting of opening balance sheet as on 01.04.2022: Balance confirmation of most of the ledgers is not taken since past 10-25 years, there are high chances of difference in balance as per tally and balance as per respective agency/party, all such balances are to be reconciled.
- ❖ Opening Data migration into newly developed software
- ❖ Design, standardization, implementation and monitoring of Accounting system and practices to ensure compliance with the generally accepted accounting practices/principles as well as requirement relevant enactments and notifications;
- ❖ Assistance in real time accounting in newly developed software.
- ❖ Carrying out other Financial Advisory and Management Services as needed or requested for efficient and sound financial management
- ❖ Finalization of accounting for FY 21-22 (Tally), 22-23 (New Accounting System and Tally Both) and 23-24 (In New Accounting System Only)
- ❖ Implementation of cost Centre as finalized by DJB, use of above in day to day accounting and submits a function wise financial/ performance report along with quarterly progress report

❖ Financial Statements as well as opening balance sheet will be prepared in following manner:

- Standalone financial statement of all 120 Division and head office.
- Standalone financial statement of all 5 sectors.
- Consolidated financial statements of DJB at Head office level.

**Detailed work to be performed under both the modules:**

- 8.** In order to achieve true and fair view, closing balances of all 120 divisions as on 31.03.2021 should be reviewed by agency and necessary confirmation will be taken to ensure that each and every ledger is showing correct balance.
- 9.** EMD/SD/ PG reconciliation: record should be updated to know exact liability to be paid in all such cases and balance should be in consent with relevant records/ registers and files. In case of absence of records, necessary confirmation will be given by DJB staff/Nodal officer.
- 10.** Grant reconciliation and utilization certificate: Normally there is separate account for each major grant. Grant wise closing bank balance should be matched with respective grant balance as per registers and records. Selected agency will help in preparation of a complete reconciliation to check that balance including transaction as per grant register, concerned bank accounts, and utilization certificate are in consent. Any deviation which is not feasible for rectification should be separately recorded in periodical progress report.
- 11.** There are various CAG observation related to opening balances and treatment of obsolete inventory items, the opening balances sheet will be drafted with the aim to resolve all such pending observation of past 10 years.
- 12.** After review of all the balances below mentioned reconciliation will be carried out in details, all difference arise in reconciliation should be recorded with evidences:
  - ❖ Bank Reconciliation
  - ❖ Cash book reconciliation
  - ❖ Loan and advances reconciliation
  - ❖ Receivables reconciliations

- ❖ EMD/SD/PG Reconciliations
- ❖ Grant reconciliation and utilization
- ❖ Debtors Reconciliation
- ❖ Any other reconciliation if required

- 13.** All such reconciled balance to be verified with concerned division head.
- 14.** Detailed justification is required to be made for all such difference found in reconciliations.
- 15.** As on 31.03.2021 detailed rectification, reversal or journal entries will be passed by agency to give effect of reconciliation differences, abnormality in existing balances and to ensure true and fair balances of all ledgers. All such entries including write off of existing balance if required, will be made only after approval of Nodal agency/person constituted by DJB for this assignment. The agency is required to prepare detailed justification/evidences as per prevailing law for passing of such entries.
- 16.** The agency will ensure that all such rectification and reversal entries, detailed justification/evidences for passing of such entries are acceptable to CAG auditors.
- 17.** Passing all necessary rectification entries as on 31.03.2021 to match the balance as per tally and Fixed Assets Register /CWIP registers.
- 18.** The agency will design a coding pattern, which will be approved by nodal person of DJB or committed (if any formed).
- 19.** Implementation of cost Centre based accounting as finalized by DJB, use of above in day to day accounting and submits a function wise financial/ performance report.
- 20.** Preparation of function wise subsidy report on yearly basis.
- 21.** After re drafting of all division wise opening balance, all such balance will be migrated to newly developed software.
- 22.** After migration of all the data from 2003-04 from tally software and real time accounting from FY 22-23 will be done in newly developed software by the DJB accountant with the assistance of agencies accountant.
- 23.** Agency will submit monthly progress report of its work done to DJB.
- 24.** Agency will prepare budget variance report on quarterly basis.
- 25.** Monthly trail balance and BRS will be generated for FY 22-23 onwards.
- 26.** Prepare function wise subsidy report on quarterly basis.

- 27.** Regular On job training and handholding will be provided to DJB accountants.
- 28.** Agency had to ensure that DJB's accountant should be capable to do accounting by themselves within 12 months of starting of contract on new accounting software.

**Development of New Customizable accounting software with Minimum System functional capabilities:**

- 29.** The application should be based on SOA architect.
- 30.** Application should be compatible with SSO and OTP based login.
- 31.** Application must have facility of data integration along with another application already running in DJB or proposed by DJB i.e. Revenue Management software, IFMS software.
- 32.** The maintenance and up gradation of software and IT solution provided by the bidder as a part of deliverables shall be carried out by the bidder without any additional cost for next 1 years after go live. Thereafter AMC @ 10% will be paid on annual basis.
- 33.** Bidder needs to design, develop and implement web based application which shall be based on open source platform to manage various accounting functions and deliverables defined in Scope of Work, so that processes can be automated to the maximum possible manner. It should be implemented within 09 month after date of start of contract, after implementation pilot phase will continue for 3 months.
- 34.** The proposed accounting software must have following features:
- Cost/fund based accounting
  - Accounting Entry modules including:
    - Journal Voucher Accounting
    - Expense Voucher Accounting
    - Receipt Voucher Accounting
    - Contra Vouchers
    - Sales and Purchase Voucher
  - Admin Module
  - Inventory Features
  - Proposed accounting software must have ability of generating consolidated and

standalone report in various combinations i.e. sector wise reporting/ financial statements, division wise reporting / financial statement, DJB consolidated reporting/ financial statement, standalone reporting/financial statement of any particular division/sector etc.

- The agency will also assist DJB in completion of CAG audit and resolution of CAG Audit Para of opening balance sheet as on 01.04.2021, financial statement of FY 21-22, 22-23 and 23-24.
- Accounting Software must generate financial statements and other reports in format as prescribed by DJB. Accounting for FY 21-22, 22-23 and 23-24 will be done by DJB Accountant, however adequate support will be provided agency.

### 35. Deliverables and Timeliness

Deliverable	Timeline
<b>Accounting Part</b>	
Inspection Report	T + 15 days
Opening balance sheet as on 01.04.2022	T + 6 months
Financial Statement of FY 21-22	Within 9 months of year end
Financial Statement of FY 22-23	Within 4 months of year end
Financial Statement of FY 23-24	Within 4 months of year end
<b>Software Part</b>	
Inspection report which will include approved Software functions, modules and financial reporting formats	T + 45 days
Delivery and Installation of Software	T + 270 days

### 36. Milestones and Payment:

Milestone type	Deliverable	Payment (%)
Accounting	Inspection Report	10 %
	Opening balance sheet as on 01.04.2022	15 %
	Finalization of Financial Statement of FY 21-22	25 %
	Finalization of Financial Statement of FY 22-23	25 %

	Finalization of Financial Statement of FY 23-24	25 %
Software	Inspection report which will include approved Software functions, modules and financial reporting formats	25 %
	Ready to go live and Rollout of software	50 %
	After 3 month of go live	25%

### **37. Team Deployment:**

#### **Minimum team deployment required for First 6 months:**

<b>Designation</b>	<b>No's</b>	<b>Qualification</b>
Team Leader	One (1 at Headquarters)	CA with at least 10 years of experience of working in government sector
Deputy Team Leader	Six ( 1 at each Sector)	CA with at least 3 years of experience of working in government sector
Team Members	As per the timeline of the work.	B Com graduates with at least 2 years of experience of working in government sector

Minimum team may be reduced after 6 months (i.e. after completion of opening balance sheet as on 01.04.2022 as per the requirement and progress of work as assessed by agency).

As time and quality is the essence of the contract and work done by the agency will be closely monitored by the DJB so the above mentioned team is mandatory for deployment for first 6 months. If DJB at any point of the time finds that the deployed team member is not competent enough to perform his duties or is under qualified then the agency after should replace such member in next 2 weeks.

### 38. Penalties for Non-Performance:

Compensation for delay of Works shall be @ 1.5% of Contract Price, for each month of delay to be computed on per day basis.

Provided always that the total amount of compensation for delay to be paid under this condition shall not exceed 10% of the Contract Price.

### 39. Detailed Evaluation Criteria:

S. No.	Criteria	Marks
<b>1</b>	<b>Bidder General Experience &amp; Experience in Similar Assignments</b>	<b>700</b>
<b>A</b>	<b>General Experience of Bidder</b>	<b>100</b>
(ii)	More than 10 years but up to 15 years' experience	50
(iii)	More than 15 year but up to 25 years	70
(iv)	More than 25 years	100
<b>B</b>	<b>Turnover of the Bidder in last three years financial years ending on March 31st 2021</b>	<b>100</b>
(i)	More than 1 Crores but up to 2 Crores	50
(ii)	More than 2 Crores but up to 3 Crores	70
(iii)	More than 3 Crores	100
<b>C</b>	<b>Experience of the Agency accounting and financial management service/ Implementation of Accounting Assignments in public sector units/government undertakings/Urban Local bodies/Rural Local Bodies across the India and assignment value should be more than 2 crores.</b>	<b>200</b>
(i)	1 Project Only	50
(ii)	2 Projects	100
(iii)	3 Projects or more	200
<b>D</b>	<b>Nos. of CAs associated with the firm as per ICAI Certificate (Other than partners)</b>	<b>100</b>
(i)	Up to 5	0
(ii)	More than 5 but less than 10	50
(iii)	More than 10	100
<b>E</b>	<b>Overall Experience of Bidder in No. of Urban Local Bodies/Rural Local Bodies in Accounting/ Internal audit</b>	<b>100</b>



	<b>Assignments Across the India</b>	
(i)	More than 25 ULBs but up to 35 ULBs	50
(ii)	More than 35 ULBs but up to 50 ULBs	70
(iii)	More than 50 ULBs	100
<b>F</b>	<b>Overall Experience of Bidder in implementing the Double Entry Accounting System / Accounting Assignments Across the India with minimum consulting fees of INR 20 Lakh/Year during the last 5 years period ending 31st March 2021 of Government Department / listed Companies / Govt. undertaking (Central/State) / Urban local bodies / Panchayat's either as Sole Bidder/ Lead Consultant. (If Multiple organization/ local body/local authority are covered under single work order than it will be treated as one project only.)</b>	<b>100</b>
(i)	Upto 2 Assignment	20
(ii)	More than 2 but upto 4 Assignments	50
(iii)	More than 4 Assignments	100
<b>2</b>	<b>Approach &amp; Methodology for proposed assignment</b>	<b>200</b>
<b>A</b>	<b>Understanding of Objectives</b>	<b>20</b>
	General Understanding	10
	Components coverage	10
<b>B</b>	<b>Quality of Methodology</b>	<b>40</b>
<b>C</b>	<b>Innovativeness/Comments on Terms of Reference</b>	<b>10</b>
<b>D</b>	<b>Work Program</b>	<b>10</b>
<b>E</b>	<b>Personnel Schedule</b>	<b>10</b>
<b>F</b>	<b>Counterpart Personnel and Facilities</b>	<b>10</b>
<b>G</b>	<b>Demonstrate the technical capabilities for development of customizable accounting software</b>	<b>100</b>
	Please provide details and screenshots along with demo software link of financial or accounting software which will be deployed.	
<b>3</b>	<b>Qualification, experience of Team Leader &amp; Other Key Professionals</b>	<b>100</b>
<b>A</b>	<b>Team Leader- 1 Nos.- 40 Marks</b>	<b>40</b>
	General experience such as academic qualification and related experience	10
	Project related experience based on the number of relevant projects	30

<b>B</b>	<b>Deputy Team Leader- 6 Nos.- 10 Marks</b>	<b>60</b>
	General experience such as academic qualification and related experience	2
	Project related experience based on the number of relevant projects	8

*\*CV of above mentioned experts (marking allotted) to be submitted with the technical proposal. Management may ask for rest CVs at the time of agreement.*

### **Project related experience based on the number of relevant projects**

#### **Team Leader**

<b>Experience of Similar Works</b>		<b>20 Marks</b>
Up to 3 Projects	20 %	4 Marks
More than 3 but up to 5 Projects	60%	12 Marks
More than 5 Projects	100%	20 Marks
<b>Experience of training</b>		<b>10 Marks</b>
Up to 2 Projects	<b>50 %</b>	4 Marks
More than 2 Projects	<b>100 %</b>	8 Marks

#### **Deputy Team Leader**

<b>Experience of Similar Works</b>	<b>%</b>	<b>10 Marks</b>
Up to 2 Projects	50 %	5 Marks
More than 2 Projects	100%	10 Marks

## Chapter: Technical Proposal

### FORM TECH-1: TECHNICAL PROPOSAL SUBMISSION FORM

[Location, Date]

**To,**

The

...../  
.....

Dear Sir,

We, the undersigned, offer to provide the services for "development of new accounting software and preparation of financial statement as on 31.03.2022, 31.03.2023 and 31.03.2021 of Delhi Jal Board" in accordance with your Request for Proposal and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

We are submitting our Proposal in individual capacity and if negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in the Datasheet, we undertake to negotiate on the basis of the proposed personnel. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in the Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [*In full and initials*]: Name and Title of

Signatory:

Name of

Agencies:

Address:

## **FORM TECH-2: AGENCY'S ORGANIZATION AND EXPERIENCE**

### **FORM TECH-2A: Agency's Organization**

*[Provide here a brief (two pages) description of the background and organization of the Agency/Agencies for this assignment, with following summary sheet]*

Name of the Agency	
Address of Registered Office of Agency	
Year of Formation:	
Annual Turnover* in last three years ( ₹ in Lakhs) FY 2018-19: FY 2019-20: FY 2020-21: Average Annual Turnover for above three Financial Years:	
Contact No.	
Contact Mail ID	

### **FORM TECH-2B: Agency's Experience**

*[The following information should be provided in the format below for each reference assignment for which your agencies, individually or as lead bidder is legally contracted by the Employer stated below.]*

Assignment Name:		Country:
Location within Country:		Professional Staff Provided by Your Agencies/Entity(profiles):
Name of Client:		No of Staff:
Address:		No of Staff-Months; Duration of Assignment:
Start date (month/ year) :	Completion date(month/ year) :	Approx. Value of Services (in INR):
Name of Associated Company/Agencies, If Any:		No of Months of Professional Staff Provided by Associated Company/Agencies:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:		
Narrative Description of Project:		
Description of Actual Services Provided by Your Staff:		
Relevancy to the NIT Scope:		

\*(Work order/LOA/ Certificate from Employer regarding experience should be

furnished)Use separate sheet for each Eligible Project.

Agencies Name:

Signature of Authorized Representative:

### **Form TECH-3: COMMENTS AND SUGGESTIONS ON TOR**

#### **Comments and Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be provided by the Client**

##### **A - On the Terms of Reference**

*[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding others, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.]*

- 1.
- 2.
- 3.

##### **B – On Counterpart Staff and Facilities**

*[Comment here on counterpart staff and facilities to be provided by the Client such as: administrative support, office space, local transportation, equipment, data, etc.]*

- 1.
- 2.

**Form TECH-4: DESCRIPTION OF FIRMS CAPACITY TO UNDERTAKE**  
**THE ASSIGNMENT**

**Description of Firms capacity for performing the Assignment** [*As per the details mentioned in the NARRATIVE EVALUATION CRITERIA*]

- (i) Understanding on Objectives
- (ii) Approach & Methodology
- (iii) Work Plan
- (iv) Comments on ToR
- (v) Presentation
- (vi) Quality of Methodology

### **Form TECH-5: CV OF KEY EXPERTS**

1. **Name:**
2. **Profession / Present Designation**
3. **Years with firm**
4. **Nationality:**
5. **Area of Specialization:**
6. **Proposed Position on Team:**
7. **Key Qualification/Experience:**

(Under this heading give outline of staff members experience and training most pertinent to assigned work on proposed team. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use up to half-a page.)

8. **Education:**

(Under this heading, summarize college/ university and other specialized education of staff member, giving names of colleges, dates and degrees obtained. Use up to quarter page.)

9. **Experience:**

(Under this heading, list of positions held by staff member since graduation, giving dates, names of employing organization, title of positions held and location of assignments, also give types of activities performed and Employer references, where appropriate. Use up to three quarters of a page. Kindly ensure that the relevant work experience and its applicability to the present assignment are clearly articulated.)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

Date:

**[Signature of staff member and authorized representative of the Firm]** Full name of staff member:

Full name of authorized representative:



**Name of work:** Development of new accounting software and preparation of financial statement as on 31.03.2022, 31.03.2023 and 31.03.2021 of Delhi Jal Board.

BOQ

S. No.	Particulars	Amount
1. (a)	Development of new accounting software and preparation of financial statement as on 31.03.2022, 31.03.2023 and 31.03.2021 of Delhi Jal Board.	
(b)	Development of customized web based Accounting Software.	
Total		

- The consultant/bidder has to quote the rates inclusive of all taxes, except GST applicable. GST will be paid according to rate prevailing at the time of payment.
- During evaluation of proposal total cost (excluding GST) quoted will be considered.

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