

KORBA MUNICIPAL CORPORATION
KORBA (C.G.)

REQUEST FOR PROPOSAL

for

“Appointment of CA Firm for conducting Internal/ Pre-Audit, Management Reporting and Municipal Bond Related Support Services atKorba Municipal Corporation”

SYSTEM TENDER NO: 167120

RFP No. 218/2025

Dated – 16.04.2025

OFFICE OF THE MUNICIPAL CORPORATION, KORBA (C.G.)

E-PROCUREMENT Tender Notice

Main Portal: <https://eproc.cgstate.gov.in>

SYSTEM TENDER NO: 167120 NIT NO: 215/2025 Dated 16.04.2025

Online bids are invited for the following works up to **09.05.2025 at 17.30 hours**.

Name of Work/Description of Item : Appointment of CA Firm for conducting Internal/ Pre-Audit, Management Reporting and Municipal Bond Related Support Services at Korba Municipal Corporation

Probable Amount of Contract : Rs. 31.86 Lakhs

The details can be viewed and downloaded online directly from the Government of Chhattisgarh e-Procurement Portal <https://eproc.cgstate.gov.in> from **16.04.2025 at 17.31 Hours**. (IST) onwards.

For more details on the tender and bidding process you may please visit the above mentioned portal.

NOTE: -

1. All eligible/interested consultant are mandated to get enrolled on e-Procurement portal (<https://eproc.cgstate.gov.in>)
2. Consultant can contact Help Desk for any clarification of their doubts regarding the process of Electronic Procurement System. **Help Desk** at Chhattisgarh Infotech Promotion Society (CHiPS), 3rd Floor, State Data Centre Building. Opp. New Circuit House, Civil Lines, Raipur-492001, Chhattisgarh or through Email ID Helpdesk.eproc@Cgswan.gov.in Phone No. **18004199140**

Superintending Engineer
Municipal Corporation,
Korba (C.G.)

1. Disclaimer

The information contained in this Request for Proposal document (“RFP”) or subsequently provided to Bidder, whether verbally or in documentary or any other form by or on behalf of the Commissioner or any of its employees or advisers, is provided to Bidder on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement or an offer by the Commissioner to the prospective Bidder or any other person. The purpose of this RFP is to provide interested parties with information that may be useful for formulation of their Bids pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the COMMISSIONER in relation to set up the “RFP for Appointment of CA Firm for conducting Internal/ Pre-Audit, Management Reporting and Municipal Bond Related Support Services at Korba Municipal Corporation, Korba” Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the Commissioner, Korba Municipal Corporation, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Bidder 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 RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Bidder 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 Commissioner accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law express adhere in.

The Commissioner, its employees and advisers make no representation or warranty and shall have no liability to any person including any Bidder 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 to anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and assessment, assumption, statement or information contained there in order to form part of this RFP or arising in any way in this Selection Process.

The Bidder shall bear all 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 COMMISSIONER or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and the COMMISSIONER shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation for submission of the Bid, regardless of the conduct or outcome of the Selection Process.

Superintending Engineer
Municipal Corporation,
Korba (C.G.)

QUICK INFORMATION DATA SHEET

“RFP for Appointment of CA Firm for conducting Internal/ Pre-Audit, Management Reporting and Municipal Bond Related Support Services at Korba Municipal Corporation”

Web Address to download the RFP	https://eproc.cgstate.gov.in
Date of Issue of RFP	Date: 16.04.2025
Mode of Submission of RFP	Online only
Mode of Submission of RFP(Physical)	Through speed post /registered post only. Note: - No drop box facility will be available.
Date of opening of Financial Bid	To be intimated later to the technically qualified bidders.
Duration of services	12 Months
Cost of RFP Document	Rs.3,000/- (Three Thousand Rupees Only) Demand draft in favour of Commissioner, Korba Municipal Corporation, Korba payable at Korba.
Earnest Money Deposit (EMD)	Rs.32,000/- (Thirty Two Thousand Only) in shape of FDR/TDR in favour of Commissioner, Korba Municipal Corporation, payable at Korba.
Validity of proposal	180 Days
Selection Process	As per RFP
Representative/Contact Person of Corporation, for further information	Email: corporationkorba@gmail.com
Evaluation Criteria	As per RFP
Address where Bidders must send proposal(Physical)	Office of the Commissioner Korba Municipal Corporation Saket Bhawa, ITI Chowk, Korba

KEY DATES

Task	Date	Time
Bid Start Date	16.04.2025	17:31
Bid Due Date	09.05.2025	17:30
Physical Doc Submission End Date	14.05.2025	15:00
Bid Open Date (Scheduled)	14.05.2025	16:00

Note:

1. This document is non-transferable and non-refundable.
2. In case a Holiday is declared on any day, the event will be held on the next working day at same time and same venue.

SECTION 2:DETAILS OF PROJECT

- **The purpose of assignment includes:**
 - To improve the state of check of accounts.
 - To facilitate quick and accurate finalization of the Annual Report at the end of the financial year.
 - To ensure transparency in governance.
 - To help in tracking proper end-use of grants released.
 - To ensure correctness and compliance with all rules and regulations followed in all day-to-day activities.
 - To ensure non-diversion of funds in its ultimate end-use.
 - To provide time bound correct information to management and donor agency and ensure timely release of grant funds and effective decision making
 - To ensure proper compliance with all statutory provisions applicable.
 - To ensure Proper compliance of Utilization Certificate(UC).
 - To obtain an External Rating of the Corporation

SECTION 3:SCHEDULE OF RFP AND INSTRUCTIONS TO BIDDER

3.1 REQUEST FOR PROPOSAL

Request for Proposal (RFP) “RFP for Appointment of CA Firm for conducting Internal/ Pre-Audit, Management Reporting and Municipal Bond Related Support Services at Korba Municipal Corporation”. Executive Engineer intends to select a Bidder through a competitive bid process in accordance with the procedure set out herein.

The RFP can be postponed or cancelled at any time due to administrative reasons and no claim shall be entertained on this account.

There will be no Modification / Alteration in Conditions of the RFP on whatever ground except for submission Date at the perusal of the Executive Engineer. Any such modification / alteration in Dates will be hosted on the official website and Notice Board of the Corporation.

3.2 DUE DILIGENCE BY APPLICANTS

Applicants are encouraged to inform themselves fully about the assignment before submitting the Bid.

3.3 SALE OF RFP DOCUMENT

Bid documents are available at the website <https://eproc.cgstate.gov.in>. Interested parties may download the bid documents from the website and submit their offer. Bidders submitting the bid after downloading from the website shall have to furnish the fees amounting to **INR 3,000.00/- (INR Three Thousand only)** in the form of a demand draft in favour of Commissioner, Municipal Corporation Korba and payable at Korba (Chhattisgarh) along with bid-documents.

3.4 DOCUMENTS CONSTITUTING THE BID

The Bid prepared by the Bidder shall comprise the following components -

- a) **Envelope A:** RFP document fees, EMD and Affidavit & Technical Bid(Online & Offline)
- b) **Envelope B:** Financial Bid(Online Only)

3.5 EARNEST MONEY DEPOSIT(EMD)

- a) The bidder shall furnish, as part of the pre-qualification, an EMD as mentioned in the Quick Information DataSheet.
- b) The EMD shall be in Indian Rupees and shall be in the form of Fixed Deposit Receipt (FDR)/DD drawn in favor of “Commissioner, Municipal CorporationKorba” and payable at Korba.
- c) **Refund of EMD:** EMD of all unsuccessful bidders would be refunded by the CommissionerWithin15 days of the bidder being notified as being unsuccessful.
- d) EMD to be submitted in envelope A.

3.6 VALIDITY OF THE BID

The Bid shall be valid for a period of not less than 180 days from the Bid Due Date.

3.7 BRIEF DESCRIPTION OF THE SELECTION PROCESS

The Executive Engineer has adopted a Single stage two envelope bid process (Financial Bid of only shortlisted parties will be opened and evaluated as specified in RFP). The selection of the bidder would be done on Least Cost basis.

3.8 DURATION OF THE PROJECT

The duration of the Project is as per Service Level Timeline.

3.9 PRE-PROPOSAL VISIT

Prospective Bidders may visit the office of the Executive Engineer to get general information/additional data at any time (office hours only) prior to Bid Due Date.

3.10 COMMUNICATIONS

- I. All communications including the submission of Bid should be addressed to:

To,
Office of the Commissioner
Korba Municipal Corporation
Saket Bhawa, ITI Chowk, Korba
Email ID-corporationkorba@gmail.com

- II. All communications, including the envelopes, should contain the following information, to be marked at the top in bold letters: “RFP for Appointment of CA Firm for conducting Internal/ Pre-Audit, Management Reporting and Municipal Bond Related Support Services at Korba Municipal Corporation”

3.11 CONDITIONS FOR ELIGIBILITY OF APPLICANTS

3.11.1 Technical Bid

- 3.11.1.1 Applicants shall submit the technical bid in the formats at Annexure-I (the “Technical Bid”).
- 3.11.1.2 While submitting the Technical bid, the Applicant shall, in particular, ensure that:
- All forms are submitted in the prescribed formats and signed by the prescribed signatories;
 - The bid is responsive in terms as follows;
 - The Technical Bid is received in the form specified at Annexure-I;
 - It is received by the Bid Due Date including any extension as notified by Executive Engineer through Corrigendum;
 - It is signed and sealed on all pages.
 - It contains all the information (complete in all respects) as requested in the RFP; and
 - It does not contain any condition;
- 3.11.1.3 **The Technical bid shall not include any information relating to the Financial Bid. If the financial Bid is included with the technical bid envelope, the bid of the concerned bidder will be rejected.**

3.11.2 Financial Bid

- 3.11.2.1 Applicants shall submit the financial bid in the template provided Online only (the “Financial Bid”).
- 3.11.2.2 Financial bid shall not be conditional.
- 3.11.2.3 The Minimum Fees shall be:

S No.	Nature of Services	Amount
1.	Pre / Internal Audit Fees per Month	1,50,000/- (Excluding GST)
2.	Consultancy Services wrt issuance of Municipal Bonds & External Rating (Full Job)	9,00,000/- (Excluding GST)

Note : If the bidders rate below the minimum fees than bid get rejected.

3.11.3 Submission of Bid (Offline)

- 3.11.3.1 The Envelop A will be sealed in an outer envelope which will bear the address of the Corporation, RFP Notice number and name as indicated (RFP Notice No & “RFP for Appointment of CA Firm for conducting Internal/ Pre-Audit, Management Reporting and Municipal Bond Related Support Services at Korba Municipal Corporation”. It should also include the address of the Bidder. If the envelope is not sealed and marked as instructed above, the Commissioner assumes no responsibility for the misplacement or premature opening of the contents of the Bid submitted and consequent losses, if any, suffered by the Bidder.
- 3.11.3.2 The aforesaid outer envelope will contain two separate sealed envelopes, as specified.

- 3.11.3.3 The completed Bid must be delivered on or before the specified time on Key-Dates.
- 3.11.3.4 The Commissioner may, in its sole discretion, extend the Bid Due Date by issuing an Addendum/Corrigendum.

3.12 JV/Consortium

JV is not allowed

EVALUATION PROCESS

Evaluation of Proposals

- 3.12.1 Notwithstanding anything to the contrary contained in this RFP, Commissioner may, at its sole discretion, waive any minor infirmity, non-conformity or irregularity in a proposal that does not constitute a material deviation, and that does not prejudice or affect the relative position of any Bidder, provided it conforms to all the terms, conditions of the tender documents without any material deviations, objections, conditionality or reservations. A material deviation, objection, conditionality or reservation is one (i) that affects, in any substantial way, the scope, quality or performance of the contract; (ii) that limits, in any substantial way, inconsistent with the tender documents, Commissioner's rights or the selected Bidder's obligations under the contract; or (iii) whose rectification would unfairly affect the competitive position of other Bidders, who are presenting eligible proposals.
- 3.12.2 The Authority shall open the Proposals at [as per Key Dates], at the place specified in RFP and in the presence of the Bidders who choose to attend.
- 3.12.3 The Authority reserves the right to reject any Proposal which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the Authority in respect of such Proposals.
- 3.12.4 Confidentiality
- Information relating to the examination, clarification, evaluation, and recommendation for the selection of Bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional adviser advising the Authority in relation to matters arising out of, or concerning the Selection Process. The Authority shall treat all information, submitted as part of the Proposal, in confidence and shall require all those who have access to such material to treat the same in confidence. The Authority may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or to enforce or assert any right or privilege of the statutory entity and/or the Authority or as may be required by law or in connection with any legal process.
- a. **Evaluation of Technical Bid**
- The Technical Bids that are in substantial compliance with the eligibility criteria will be evaluated by the Evaluation Committee and may require meeting with the Bidders or presentations by the bidders on their bids, discuss the bids with each and request clarifications.
- b. Evaluation Committee & Commissioners shall be the deciding authority in all matters related to the evaluation process of Technical and Price/Financial Bids. The Technical Bids will be

evaluated based on the submissions along with the technicalbid.

- c. The Executive Engineer may, at the time of evaluation of the Technical Bid, request additional information from the Bidder, which the Bidder shall provide within a period of 7 days. The Bidder may also be asked to make a presentation to the Evaluation Committee on their proposal (if required)

OPENING OF FINANCIAL BIDS

Process: Prior to opening of Price/ Financial Bid, Evaluation Committee will determine if (i) General Submissions and Technical Bids of Bidder meet the requirement (ii) Bid is technically qualified and if the Committee is satisfied with (i) & (ii) then, Evaluation Committee will review and evaluate the Price Bid based on Least Cost Basis. If the submission does not satisfy the criteria, the submission will be rejected, and the Bidder will be eliminated from further evaluation process.

Bidder should provide all prices as per the template provided Online only including all Out of Pocket expenses related to Boarding, Lodging and other related items. No additional charges shall be paid by Commissioner office, except GST if applicable.

3.13 AWARD

Award Criteria

The intention to sign Agreement would be conveyed by Commissioner to the Bidder who obtain Highest Marks in Least Cost Basis.

Right to reject any or all Bids

3.13.1 Notwithstanding anything contained in this RFP, Commissioner reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to the award, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for its action. In case of any dispute the decision of commissioner is final and binding on all the parties.

SECTION 4: PROCESS OF BIDDING

4.1 **Purchase of RFP:** - The bidder has to purchase the RFP as mentioned.

4.2 **EMD:** - Submission of EMD as per RFP.

4.3 **Submission of RFP:** - As per clause 3.13 section 3

4.4 **Evaluation of Bid:** - The bid evaluation criteria are as follows: -

Envelope A will be opened and evaluated as mentioned below:

Eligibility Criteria		
S. No.	Particulars	Requirement
1.	EMD	As per RFP (Section 3)
2.	Bid Document Fees	As per RFP
3.	Technical Bid	As per RFP (Section 5)

CONDITIONS FOR ELIGIBILITY OF FIRM:

Firms must read carefully the minimum conditions of eligibility (the “Conditions of Eligibility”) provided herein. Proposals of only those Firms who satisfy the Conditions of Eligibility will be considered for evaluation. To be eligible for evaluation of its Proposal, the Firm shall fulfill the following Minimum Eligibility Criteria:

- The CA (Chartered Accountants) Firm should be a Partnership Practicing Firm registered with ICAI and should have presence in the state of Chhattisgarh for at least 5 years
- The CA Firms should be in Practice for a period of more than 10 years and empanelled with C&AG of India for major Audits. (As per the latest Certificate of ICAI as on 01/04/2025 OR latest Firm Status Card & C&AG empanelment letter)
- The firm shall have the minimum average turnover of last 3 FY of INR 50 lacks from Professional fees in the last three financial years i.e. 2021-22, 2022-23 and 2023-24.
- The firm should have a minimum of 5 partners of which atleast 3 should be FCA.
- Experience of minimum 5 Internal Audits / Pre- Audit assignments of Government department/PSUs in last 10 years.
- The firm should have, during the last five years, neither failed to perform any Agreement, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Firm, nor been expelled from any project or agreement nor have had any agreement terminated for breach of contract by such Firm.

SECTION 5: TECHNICAL EVALUATION

TechnicalEvaluation - Only the bidders obtaining the minimum technical score (60) will be considered for financial evaluation.

S No.	Criteria	Maximum Marks
	Maximum possible Marks	100
1	Total Years of Experience of the firm as partnership Firm: (i) 10 years to 15 years: 10 marks (ii) 15 years to 20 Years: 15 marks (iii) More than 20 Years: 20marks Copy of Latest Constitution Certificate	20
2	Number of Partners in the firm as per Constitution Certificate i. 5 to 10 partners: 5 marks ii. 11 to 15 partners: 8 marks iii. Above 15 : 10 marks	10
3	Number of Qualified (other than partners) in the firm as per Constitution Certificate i. < 2 qualified: 0 marks ii. 2 to 5 qualified: 5 marks iii. > 5 qualified: 10 marks	10
4	Turnover of the firm (Average of last 3 years) as per audited financials i. 50 lacs to 200 lacs: 10 marks ii. 200 lacs to 500 lacs: 15 marks iii. Above 500 Lacs : 20 Marks	20
5	Number of Similar Assignment in Govt. sector/PSU in last 10 years: (i) 5to 10 Assignments: 5marks (ii) Above 10Assignments: 10marks (iii) Internal Audit Experience of ULBs in CG: Additional 5 marks Work Order / Experience Certificate	15
7	Firm having Head Office / Branch at Bilaspur Division	5
8	Partner / Employee of firm having Completed Certificate Course in Municipal Bonds	10
9	Firm having Peer Review Certificate – 5 marks Firm having Quality Review (ISO) Certificate- 5 Marks	10

SECTION 6. FINANCIAL EVALUATION

Financial Evaluation

Financial Bid of short-listed Bidders who qualify eligibility criteria and get past the minimum technical score shall be opened in the presence of the representatives of qualified Bidders, who choose to attend.

Notwithstanding anything mentioned herein above, it shall be noted that the final decision of awarding the work shall remain with the Commissioner and no bidder shall be allowed to question the decision of the authority.

NOTE: in case there is a tie between 2 or more firms than the firm having highest experience (No. of years) will be awarded the work.

SECTION 7: MINIMUM TEAM DEPLOYMENT

- The bidder shall have to depute a Team Member(CA/CMA/CS).
- Visit of Senior CA/CMA once a week.
- Mandatorily required minimum staff will be comprises as follows:-

Particular	Description	Requirements
Auditor	CA/CMA- 1 Nos.	5 Years of experience
Office Staff	Audit Staff- 2 Nos.	3 Years of experience

- The representative should have signed authority for the project and other necessary correspondence.
- The office setup should have all the required equipment for proper functioning and reporting. No additional payment shall be made in this regard, and participating bidders shall have to consider the same in their Financial Bids.
- However, the COMMISSIONER can call for Extra Team as and when required and for that will reimburse as per rate approved.

7.1 CONTRACT PERIOD

The initial contract period for the project will be 12 months. However, based on the performance of the CA firm and approval from the competent authority, the contract period will be extended for the first time by 12 months upon mutually agreed rates and terms. The maximum limit of price escalation is limited up to 10% in connection with earlier rates and terms.

SECTION 8: TERMS OF REFERENCE AND SCOPE OF WORK

8.1.Introduction andBackground

8.1.1.Introduction of the project

- The purpose of pre-audit includes:
 - a) To improve the state of check of accounts;
 - b) To facilitate quick and accurate finalization of Annual Report at the end of the financial year;
 - c) To ensure transparency in governance;
 - d) To help the Government to track proper end-use of grants released by the Commissioner;
 - e) To ensure correctness and compliance of all the rules and regulations followed in all the day to day activities.
 - f) To ensure non-diversion of funds in its ultimate end-use.

8.1.2.Scope of work: -

This Scope of Work (SOW) outlines the roles and responsibilities of CA Firm engaged by the Municipal Corporation to support in Internal Audit / Pre-Audit, Management Reporting and obtaining an external rating and issuing municipal bonds. Following is an indicative list of tasks to be performed:

Pre-Audit& Internal Audit

1. CA firms – Auditors & staff must be well versed with all rules & guidelines applicable to Concerned Schemes/Program.
2. Pre-Audit shall cover all the payment related to day to day work of the Corporation in nature of contracted works, purchase bills, advances refund of Work Deposits, all kinds of consultancy fees and contingent bills, Grant Release etc. of Corporation according to the applicable rules and regulations notified from time to time.
3. Auditor will ensure in each payment that terms & conditions of tenders and rate offers should be according to internal policies and applicable procurement law.
4. Auditor will ensure that Expenditure incurred is within the Budget provision allocated to particular head during Pre-Audit.
5. Auditor will ensure that all the sanctioned advances should be pre-audited and then advised for payment to disbursement officer.
6. Auditor will ensure that all the expenditure i.e. Construction work, Material Procurement, Electric Bill, Fuel, Vehicle Bill etc. is advised for payment only after the process of pre-audit, however payment related to salary, utility bill may be covered into post audit only as per order by the department.
7. Auditor will ensure that all revenue receipts should be audited and bank entry should be reconciled with cash book & bank book.
8. Auditor will ensure that all the security deposit and earnest money deposited in tender/agreement process should be deposited in the bank immediately. Similarly refund of these security deposit and earnest money deposit should be made on time.
9. Auditor will review that the fixed deposit and other funds should be in nationalized

banks/Approved financial institutions and should earn maximum interest at their gestation period.

10. Auditor will check that all kind of tax deductions should be deducted from the payments, as applicable & deposited with the tax department and should be properly recorded.
11. Any other areas/reporting/certification as may be required and directed by the Commissioner Municipal Corporation Korba.

External Rating and Municipal Bonds

The Consultants will be responsible for the following tasks:

External Rating Process:

- Review the Municipal Corporation's financial statements, budgets, and other relevant documents.
- Conduct a thorough analysis of the Corporation's financial health and creditworthiness.
- Prepare and submit necessary documentation to credit rating agencies.
- Liaise with credit rating agencies and provide required information and clarifications.
- Assist in responding to queries and addressing concerns raised by the rating agencies.
- Provide strategic advice to improve the Corporation's credit rating.

Municipal Bond Issuance:

- Participate with Corporation team in developing a comprehensive bond issuance strategy.
- Coordinate with legal, financial, and other advisors to ensure compliance with regulatory requirements.
- Support during bond issuance process, including pricing, allocation, and settlement.

8.1.3 DELIVERABLES

The CA Firm is expected to deliver the following:

- Monthly Report of the Internal Audit / Pre-Audit Observations along with Management Comments
- A detailed report on the financial analysis and creditworthiness of the Municipal Corporation.
- All required documentation for the external rating process, as may be required by the external rating agency, and bond issuance.
- Regular progress reports and updates to the Municipal Corporation as may be demanded by Commissioner Korba Municipal Corporation.

1. Taxation Services

A. Income Tax Compliance:

1. Preparation and filing of Income Tax Returns (ITR) for the organization.
2. Calculation and timely payment of Advance Tax, TDS, and other applicable taxes.
3. Representation before tax authorities in case of notices, scrutiny, or assessments.

B. Goods and Services Tax (GST) Compliance:

1. Filing of monthly, quarterly, and annual GST returns (GSTR-1, GSTR-3B, GSTR-9, GSTR-9C, etc.).

2. GST reconciliation and identification of mismatches in Input Tax Credit (ITC).
3. Assistance in GST audits and responding to notices from GST authorities.

2. Accounting & Financial Management

A. Verification of Books of Accounts:

1. Verify Proper recording of financial transactions done by Corporation in compliance with applicable accounting standards.
2. Verify periodic financial statements, including balance sheets and profit & loss accounts prepared by corporation.
3. Verifying compliance with Generally Accepted Accounting Principles (GAAP) / Indian Accounting Standards (Ind AS).

B. Identification of Discrepancies & Financial Reviews:

1. Conducting periodic reviews to identify discrepancies, misstatements, or irregularities in accounts.
2. Reconciliation of bank statements, ledgers, and tax-related records.
3. Verification of outstanding liabilities, receivables, and asset management.

3. Audit & Assurance

A. Internal & Statutory Audits:

1. Conducting internal audits to ensure financial integrity and statutory compliance.
2. Assistance in statutory audits and coordination with external auditors.
3. Review and certification of financial statements as per regulatory requirements.

B. Stock and Asset Verification:

1. Conducting periodic stock audits and verifying inventory records.
2. Physical verification of fixed assets and reconciliation with financial records.

4. Advisory & Compliance Support

A. Regulatory Compliance & Filings:

1. Ensuring adherence *Chhattisgarh Municipal Corporation Act 1956, Chhattisgarh Store Purchase Rules 2002* with all amendments and other applicable laws.
2. Monitoring changes in tax laws and advising the Municipal Corporation, Korba on their implications.

B. Financial & Tax Planning:

1. Advisory on tax-saving strategies, deductions, and exemptions.
2. Assisting in budget planning, cost control, and financial optimization.

5. Payroll & Employee-Related Compliance

A. Payroll Processing & TDS on Salaries:

1. Monthly payroll computation, deductions, and salary processing.
2. Filing of TDS returns on salaries (Form 24Q) and issuance of Form 16.

B. Provident Fund (PF) & Employee State Insurance (ESI) Compliance:

1. Assistance in PF, ESI registration, and periodic return filings.

2. Ensuring compliance with **Chhattisgarh Municipal Corporation (Appointment and Conditions of Service of Officers and Servants) Rules 2018, Chhattisgarh Civil Services (Pension) Rules, 1976 & 1979** labor laws related to employee benefits.

6. Representation & Litigation Support

A. Tax & Financial Dispute Resolution:

1. Representation before tax and regulatory authorities in case of disputes, assessments, or appeals.
2. Assistance in drafting responses to notices from Income Tax, GST, and other regulatory bodies.

B. Liaison with Government Departments:

1. Coordination with various statutory bodies for approvals, registrations, and compliance matters.

7. Submission of Monthly Reports

A. The CA firm shall submit a **detailed monthly report** covering the following:

1. **Summary of work completed**, including tax filings, financial reviews, and reconciliations.
2. **Status of pending tasks**, with reasons for delays and expected completion timelines.
3. **Observations on discrepancies or compliance issues**, along with recommendations for corrective actions.
4. **Updates on statutory changes** and their impact on the organization.

B. The monthly report shall be submitted by the **7 day of each month** to the designated officer/authority.

8. Audit & Post-Resident Audit Assistance

1. Preparation & Submission of Audit Reports:

A. The Chartered Accountancy (CA) firm shall be responsible for **preparing and submitting audit reports** as required by Korba Municipal Corporation.

B. The audit reports shall include a **detailed financial analysis, identification of discrepancies, recommendations for corrective actions, and compliance status** with statutory requirements.

C. The reports must be submitted within the **stipulated time frame** as per the terms of engagement.

2. Assistance in Post-Resident Audit:

A. The CA firm shall provide full assistance during any **post-resident audit** conducted by **internal, external, or government auditors**.

B. The firm shall verify that **all necessary financial records, supporting documents, ledgers, and reconciliations** are made available for audit verification.

C. In case of any queries raised during the post-resident audit, the CA firm shall **coordinate, clarify, and provide necessary justifications** to auditors on behalf of Municipal Corporation, Korba.

3. Compliance & Rectifications:

- A. If the audit identifies **irregularities, non-compliance, or financial discrepancies**, the CA firm shall assist in their **rectification and resolution** within the stipulated time.
- B. A compliance report outlining the **actions taken in response to audit observations** shall be submitted to the designated authority.

4. Penalty for Non-Compliance:

- A. Failure to submit audit reports or assist in post-resident audits **within the required timeframe** shall attract a penalty of **₹5,000/- per day** of delay.
- B. In case of negligence or misrepresentation in audit reports, **appropriate deductions** may be made from the firm's payment or Retention Money.

9. Liability & Timely Payment of Dues

1. Processing of Municipal Corporation Liabilities:

- A. The Chartered Accountancy (CA) firm shall ensure that all financial obligations of **Municipal Corporation, Korba** including but not limited to **electricity bills, water bills, statutory dues, employee salaries, and vendor payments**, are processed within the stipulated time to avoid penalties or late payment charges.
- B. The CA firm shall **maintain a schedule** for recurring payments, ensuring timely reminders and processing before due dates.

2. Timeframe for Payment Processing:

- A. All payments shall be **initiated and processed at least 10 days before the due date** to account for any unforeseen delays.
- B. The CA firm shall coordinate with the concerned departments to obtain necessary approvals and documentation in advance.

3. Penalty for Delayed Processing:

- A. If any delay in processing liabilities leads to penalties, late fees, or service disruptions, the CA firm shall be **held accountable** unless the delay is due to unavoidable circumstances beyond their control.
- B. In case of **negligence or repeated failure**, appropriate penalties shall be imposed, and the amount may be **deducted from the firm's monthly payment** or Retention Money.

4. Monthly Reporting & Tracking:

- A. The CA firm shall submit a **monthly report** detailing all payments processed, pending liabilities, and any potential risks related to delayed payments.
- B. Any **expected delays or issues** in processing payments must be reported in advance to the designated authority for necessary action.

SECTION 9 PROVISION OF RETENTION MONEY & PAYMENT TERMS

1. Retention Money Deduction:

- A. The Municipal Corporation, Korba shall **retain 5% of the total amount** from each monthly bill of the Chartered Accountancy (CA) firm as **Retention Money** to ensure compliance with contractual obligations and quality of service.
- B. The Retention Money shall be **deducted before releasing the monthly payment** and shall be withheld until the completion of the contract or as per the agreed retention period.

2. **Release of Retention Money:**

A. The Retention Money shall be released only after **successful completion of the contract**, subject to:

- Satisfactory performance of services.
- Submission of all required reports and compliance documents.
- No pending penalties, disputes, or unresolved non-compliance issues.

b. The Retention Money shall be released within **12 Months** after the contract period ends, upon final verification and approval by the designated authority.

3. **Forfeiture of Retention Money:**

A. If the CA firm **fails to fulfill contractual obligations**, including but not limited to non-compliance with scope of work, late submissions, or absence of deputed personnel, the Retention Money & Earnest Money Deposited **shall be forfeited fully** as deemed appropriate by the Municipal Corporation, Korba.

B. Any outstanding penalties shall be **adjusted against the Retention Money** before final settlement.

4. **Final Payment Settlement:**

A. The final settlement of dues, including the release of Retention Money, shall be made **only after clearance of all contractual obligations, verification of compliance, and resolution of any disputes**.

SECTION 10. PENALTY FOR NON-COMPLIANCE

A. Late Submission of Monthly Report:

1. A penalty of **₹10,000/- per day** shall be imposed for each day of delay beyond the due date.
2. If the report is delayed beyond **7 days**, it shall be treated as a material breach, and additional penalties may be imposed, including contract termination.

B. Absence of Chartered Accountant (CA):

1. The Chartered Accountant assigned to the project shall be available as per agreed working hours.
2. Any unauthorized absence of any team member exceeding **5 days per month** shall attract a penalty of **₹ 10,000/- per day** of absence.
3. In case of prolonged absence exceeding **07 consecutive days**, the CA firm shall arrange for an immediate replacement.

C. Absence of Supporting Staff:

1. Any unauthorized absence of support staff shall attract a penalty of **₹2,500/- per day per absent staff member**.
2. If absence continues beyond **7 days**, the CA firm must deploy a replacement, failing which additional penalties shall apply.

D. Failure to Deploy or Replace Personnel:

1. If the CA firm fails to deploy or replace required personnel within **07 days**, a penalty of **₹10,000/ per day** shall be imposed.
2. Repeated instances of non-deployment shall be considered a material breach, leading to possible contract termination.

E. Repeated Non-Compliance:

1. If the CA firm fails to comply with the contract terms for **02 consecutive months**, the Municipal Corporation, Korba reserves the right to:
2. **Withhold payments** until compliance is restored.
3. **Terminate the contract** without further liability.
4. **Claim damages** for losses incurred due to non-compliance.

SECTION 11 DISPUTE RESOLUTION & CONTRACTUAL COMPLIANCE

1. Resolution of Discrepancies:

A. Any **discrepancies, conflicts, or disagreements** arising between **Municipal Corporation, Korba** and the **CA firm** regarding contractual obligations, scope of work, service quality, payments, or compliance shall be resolved strictly as per the **terms and conditions** mentioned in this contract.

B. Both parties shall make **reasonable efforts** to resolve disputes amicably through **mutual discussions** within a period of **30 days** from the date of dispute notification.

2. Formal Dispute Resolution Mechanism:

A. If disputes remain unresolved through mutual discussions, the matter shall be referred to the **Commissioner of Municipal Corporation, Korba** for review and decision.

B. If either party is not satisfied with the decision, the dispute shall be **escalated to arbitration** under the **Arbitration and Conciliation Act, 1996**, with arbitration proceedings held in **[Korba or any other designated location]**.

C. The arbitration panel shall consist of **2 Nos arbitrator(s)** appointed as per contract terms. The decision of the arbitrator(s) shall be **final and binding** on both parties.

3. Jurisdiction & Governing Law:

A. This contract shall be governed by and interpreted in accordance with the **laws of India**.

B. In case of legal proceedings, the courts of **[Korba jurisdiction]** shall have exclusive jurisdiction.

4. Obligations During Dispute:

A. During the resolution of any dispute, the CA firm shall **continue to perform all contractual obligations** unless instructed otherwise in writing by Municipal Corporation, Korba.

SECTION 12. CONTRACT TERMINATION

Termination of Contract

1. Termination by the Municipal Corporation Korba

The Municipal Corporation Korba (MCK), represented by the Commissioner, reserves the right to terminate this contract at any time during its tenure under the following circumstances:

a) **Breach of Contract** – If the Chartered Accountancy (CA) firm fails to fulfill any contractual obligations, including but not limited to service quality, reporting, compliance, and deadlines.

b) **Non-Performance & Deficiency in Services** – If the CA firm fails to meet the expected professional standards, accuracy, and timeliness in financial auditing, reporting, or any other assigned tasks.

c) **Misrepresentation or Fraud** – If the CA firm is found to have provided false information, engaged in fraudulent activities, or misrepresented facts in any manner.

d) **Violation of Laws & Regulations** – If the CA firm is found to be in violation of any applicable laws, financial regulations, or ethical standards prescribed by regulatory authorities.

e) **Conflict of Interest** – If any conflict of interest arises that affects the integrity or transparency of services being provided.

f) **Failure to Address Observations or Repeated Warnings** – If the CA firm does not take corrective action upon repeated warnings, notices, or observations communicated by the Municipal Corporation Korba.

g) **Discretionary Powers of the Commissioner** – The Commissioner, Municipal Corporation Korba, shall have the discretionary authority to terminate this contract at any stage if deemed necessary in the public interest or for administrative reasons

h) The decision of Commissioner Korba Municipal Corporation is final and binding on all the parties.

2. **Notice Period**

The Municipal Corporation Korba may issue a **30 days' notice** before termination, allowing the CA firm an opportunity to address the issue. However, in cases of serious breaches, fraud, or legal violations, termination shall be immediate without prior notice.

3. **Consequences of Termination**

a) Upon termination, the CA firm shall cease all operations related to the contract and submit all pending reports, documents, and financial data to MCK within **15 days**.

b) Any outstanding payments shall be settled as per actual work completed and verified by MCK, subject to deductions or penalties for deficiencies.

c) The Municipal Corporation Korba reserves the right to blacklist the firm and take legal action if required.

4. **Dispute Resolution**

Any disputes arising from termination shall be resolved through arbitration as per the **Arbitration and Conciliation Act, 1996**, with jurisdiction at **Korba, Chhattisgarh**.

Annexure 1: Summary of Information**Details of the Firm**

S. No.	Particulars	Details
1	Name of the Firm	
2	Constitution of Firm	
3	Address of the Head Office& Branches in the State of Chhattisgarh	
4	PAN of the Firm	
5	GST registration No.	
6	ICAI Registration No.	
7	Date of constitution of the Firm	
8	Number of Full time Partners as on PDD	
9	Number of full time CA Employee as on PDD	
10	Details of Branches (as per firm Constitution Certificate)	
11	Firm has experience in internal audit or internal audit of accounts or any other services for any Govt. Companies/Corporations etc.	
12	Whether there any court cases/arbitration/any other legal case against the Firm (If yes, please provide details in separate annexure)	
13	Contact Person: Contact No: Email address:	

Authorized Signatory

Declaration of Non-Blacklisting

To

The Commissioner
Municipal Corporation
Korba

Dear Sir,

Sub.: Undertaking on the not Black-Listed Requirement

We_____hereby confirm that our firm/organization/company is not blacklisted by any Government organization/Central/State/PSU/ULB/Government Bodies or its agencies for any reasons whatsoever as on date of submission of the bid for indulging in corrupt or fraudulent practices or for indulging in unfair trade practices or backing out from execution of contract after on award of work.

Sincerely yours

Name:

Designation:

Bidder Organization Name:

Date:

Seal:

Annexure 2: Financial bid format

FINANCIAL BID

(To be submitted Online only)

To,

The Commissioner,
Municipal Corporation
Korba

Sub: RFP for Appointment of CA Firm for conducting Internal/ Pre-Audit, Management Reporting and Municipal Bond Related Support Services at Korba Municipal Corporation Korba

Dear Sir,

I/We,(Bidder's name) herewith enclose the Financial Bid for "RFP for Appointment of CA Firm for conducting Internal/ Pre-Audit, Management Reporting and Municipal Bond Related Support Services at Korba Municipal Corporation Korba".

I/We agree that this offer shall remain valid for a period of 180 days from the Bid Due Date or such further period as may be mutually agreed upon.

Particular	Amount (in Figures & Words)
Monthly Fees for pre-audit/ internal audit.	
Consultancy Services wrt issuance of Municipal Bonds (Full Job)	

- The above-mentioned price would be inclusive of all taxes (whichever is applicable) including GST.
- No payment will be done above the quoted price.

Yours faithfully,
(Signature, name and designation of the authorized signatory)

FORMAT FOR AFFIDAVIT

“Request for Proposal for “Name of Work.”

(Affidavit should be executed on a Non Judicial stamp paper of Rs 100/- or such equivalent document duly attested by Notary Public)

- 1) I, the undersigned, do hereby certify that all the statements made in the RFP and other documents incidental and in relation thereto are true and correct.
- 2) The undersigned also hereby certifies that neither our firm M/snor any of its directors / constituent partners have abandoned any work in India and / abroad nor any contract awarded to us for such works have been terminated for reasons attributed to us, during last five years prior to the date of this application nor have been barred by any agency of Government of India (GOI) or Government of Chhattisgarh(GOCG) from participating in any projects.
- 3) The undersigned hereby authorize(s) and request(s) any bank, person, firm or corporation to furnish pertinent information deemed necessary as requested by Korba Municipal Corporation to verify this statement or regarding my (our) competence and general reputation.
- 4) The undersigned understands and agrees that further qualifying information may be requested, and agrees to furnish any such information at the request of the Korba Municipal Corporation.
- 5) The undersigned hereby declare the details of current Works in Hand.

Signed by an authorized officer of the firm

Designation of officer

Name of Firm .

Date

PROPOSED FORM OF CONTRACT Agreement

This AGREEMENT (hereinafter called the "Agreement") is made on the day of the month of 20..., between, on the one hand, the [Municipal Corporation Korba, acting through] (Hereinafter called the "Authority" which expression shall include their respective successors and permitted assigns, unless the context otherwise requires) and, on the other hand, (Hereinafter called the "Consultant" which expression shall include their respective successors and permitted assigns).

WHEREAS

- A) The Authority vide its RFP for "**Name of Work/Services**".(hereinafter called the "Project");
- B) The Consultant submitted its proposals for the aforesaid work, whereby the Consultant represented to the Authority that it had the required professional skills, and in the said proposals the Consultant also agreed to provide the Services to the Authority on the terms and conditions as set forth in the RFP and this Agreement; and
- C) the Authority, on acceptance of the aforesaid proposals of the Consultant, awarded the Consultancy to the Consultant vide its Letter of Award dated (the "LOA") (hereinafter referred to as "the Assignment") for the Consultancy fee of Rs. /-(Rupees only) (hereinafter referred to as the "Consultancy Fee") inclusive of all applicable taxes, duties, cess, statutory charges levies and any other charges except the GST subject to fulfilment of all terms and conditions specified in the RFP document of the Korba Municipal Corporation and LOA issued by Korba Municipal Corporation to the Consultant; and
- D) in pursuance of the LOA, the parties have agreed to enter into this Agreement. NOW, THEREFORE, the parties hereto hereby agree as follows: