

# TENDER DOCUMENT

Request For Proposal from Reputed Firms of Chartered Accountants for Accrual Based Double Entry Accounting and Preparation of Annual Financial Statements, up-dation of fixed asset register and other all Accounts Department related works for the Satna Municipal Corporation.

**SATNA MUNICIPAL CORPORATION, SATNA (Madhya Pradesh)**

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# Office of the Commissioner Satna Municipal Corporation

## Notice Inviting Tender

Request for Proposal  
Tender No. 2025\_UAD\_457998\_1  
(III<sup>rd</sup> Call)

NIT No. 03/Account/e-tendering/2025-26

Satna, Date: 16/10/2025

Satna Municipal Corporation invites request for proposals from Reputed Chartered Accountant firms (Partnership/LLP) for Accrual Based Double Entry Accounting and Preparation of Annual Financial Statements, Up-dation of Fixed Asset Register and Other related works for Satna Municipal Corporation for the FY- 2025-26 & 2026-27.

The detailed Terms of Reference and scope of work is given in bid document. Bid document can be purchased online from website <https://www.mptenders.gov.in>, between 17.10.2025, 15:30 to 04.11.2025, 17:30 on payment of non- refundable amount Rs. 5,000/- (Rs. Five Thousand Only). The EMD of the said work will be Amount Rs. 50,000/- (Rs. Fifty Thousand Only). Purchase of tender document may include service & gateway charges of the website.

Commissioner Municipal Corporation, Satna reserves the right to reject any or all proposals with or without assigning any reasons there of.

Modifications/Amendments/Corrigendum, if any shall not be advertised in the newspaper but shall be published in the departmental website [www.mptenders.gov](http://www.mptenders.gov). in only. The undersigned reserve the right to change the terms and conditions, Select/Reject any application without assigning any reason thereof.

KEY DATES	
Purchase of Tender	17.10.2025, 15:30
Last date of submission of clarifications	NA
Last date of giving clarifications/ corrigendum	NA
Bid Submission Start Date	22.10.2025, 17:30
Last date of submission of bid	04.11.2025, 17:30
Opening of technical bid	06.11.2025, 11:00
Opening of financial bid	To be intimated later to technically qualified bidders

### **Contact Person –**

Name	Mobile No.
Shri Satyam Mishra, Deputy Commissioner (Finance)	9589840604
Shri Devendra Pandey, (Assistant Accountant Officer)	9827046793

**COMMISSIONER**  
MUNICIPAL CORPORATION  
SATNA (M.P.)

<b><u>Abbreviations &amp; Definitions</u></b>	
<b>CA</b>	Chartered Accountant
<b>ACA</b>	Associate Chartered Accountant
<b><u>B.Com</u></b>	Bachelor of Commerce [from a recognized University]
<b>CAG</b>	Comptroller & Accountant General of India
<b>EMD</b>	Earnest Money Deposit
<b>TDS</b>	Tax Deduction at Source [in respect of Income Tax]
<b>GST TDS</b>	Tax Deduction at Source in respect of Goods and service Tax
<b>ULB</b>	Urban Local Body
<b>FAR</b>	Fixed Asset Register
<b>GST</b>	Goods & Service Tax
<b>ABDEAS</b>	Accrual Based Double Entry Accounting System
<b>ICAI</b>	Institute of Chartered Accountants of India

1. "Agreement" means the agreement between the successful bidder and Municipal Corporation Satna in terms of this RFP.
2. "Bidder" means a firm of Chartered Accountants recognized by ICAI who submits proposal in response to this RFP and who is eligible to do so.
3. "Committee" means a committee constituted for scrutiny of proposals leading to final selection of consultant/s.
4. "Contract" means the assignment of task to the successful bidder and execution of agreement with him/them.
5. "Government" means, according to the context, the Government of Madhya Pradesh and/or the Government of India.
6. "Personnel" means professional and support staff provided by the CA firm to perform services in terms of the Agreement, and any part thereof;
7. "Proposal" means the proposal submitted by bidders in response to the RFP issued by the Municipal Corporation Satna and includes the financial bid and all documents submitted with the proposal.
8. "Services" means the work to be performed by the CA Firm pursuant to this RFP and any specific assignment incidental thereto.

## **Information to Bidder**

### **Introduction**

The Government of Madhya Pradesh (GOMP) has undertaken the mandatory accounting system in Urban Local Bodies (ULBs) by introducing Accrual Based Double Entry Accounting System (ABDEAS).

Madhya Pradesh Municipal Accounting Manual (MPMAM) has been prepared for improving the accounting and reporting system in Urban Local Bodies (ULBs) in Madhya Pradesh.

The Urban Development and Housing Department, vide Notification no. 27-F-4-44-2018-XVIII-I, has introduced Madhya Pradesh Municipal Corporation (Accounts and Finance) Rules, 2018. These rules prescribe stipulations with respect to following matters:

1. PRELIMINARY
2. ACCOUNTING SYSTEM
3. COLLECTION OF TAXES AND FEES
4. ESTABLISHMENT EXPENSES
5. PROCUREMENT AND CONTRACT MANAGEMENT
6. FIXED ASSETS, INVESTMENT AND GRANT
7. CASH AND BANK
8. STORES
9. ADVANCE AND DEPOSIT GIVEN
10. LOANS AND BORROWINGS
11. ADVANCES AND DEPOSITS RECEIVED
12. ANNUAL FINANCIAL STATEMENTS, REPORTS AND AUDIT
13. BUDGET
14. PUBLIC- PRIVATE PARTNERSHIP
15. RESPONSIBILITIES FOR ACCOUNTS AND FINANCE FUNCTIONS
16. FORMS AND FORMATS

The Annual Financial Statements up to FY 2024-25 have been prepared by the Corporation, it is now desired to get the accounting completed for financial year 2025-26 and simultaneously the work should continue for the year 2026--27 With this view, Satna Municipal Corporation intends to take regular operational support of reputed firm of Chartered Accountants in this regard.

The broader objectives of the assignment are:

- (1) To further strengthen accounting so as to have better financial discipline and internal controls.
- (2) To get support from the selected bidder in respect of GST related compliances.
- (3) To get technical and operational support to the Municipal Corporation to sustain ABDEAS
- (4) To get timely recording of transactions and preparation of financial statements
- (5) To get MIS reports ready as required by the State or Central Govt.
- (6) To carry out enabling accounting work and activities under the provisions of MPMAM, The Madhya Pradesh Municipal Corporation Act, 1956 and compliance of Madhya Pradesh Municipal Corporation (Accounts and Finance) Rules, 2018.d

(7) To get timely and technical and operational support in SAP.

**Scope of work:**

The Scope of Work for this assignment is broadly covered in the table below:

<b><u>Financial Year</u></b>	<b><u>Scope of Work</u></b>
<b><u>FY-2025-26</u></b>	<ul style="list-style-type: none"> <li>(1) To update accounting entries in respect of the transactions of Financial Year 2025-26. The selected bidder needs to update accounting transactions in the software, with the help of manually maintained records and registers.</li> <li>(2) Conversion of present accounts in to ABDEAS.</li> <li>(3) Preparation of Bank Reconciliation Statements in respect of .....bank accounts</li> <li>(4) To compile information and prepare financial statements i.e Balance Sheet, Income Expenses statement, Receipts and Payment account.</li> <li>(5) Up-dation of Fixed Asset Register.</li> <li>(6) Up-dationof and other records.</li> </ul>
<b><u>FY-26-27</u></b>	<b><u>The scope of work for FY-26-27 includes but is not limited to the following:</u></b>

**Scope of Work- FY-25-26 & 2026-27**

- Entry of all accounting transactions/vouchers in the accounting software.
- Maintain and accurately update all books of accounts and registers on regular basis, including the following:
  - All accounting ledgers, ledgers of other taxes, user charges, fees etc.
  - Payroll accounting, including pension, staff welfare schemes, and other staff benefits.
  - Works ledgers including deduction and payment of statutory deductions like income tax, GST, royalty etc.;
- Preparation of quarterly Trial Balance.
- Recording of all revenue collections (taxes, user charges and fees).
- Maintenance of Cheque issued and Cheque received registers, identification of dis-honoured cheque specially for taxes, license fee and user charges.

- Proper accounting of grants as per the covenants of each grant; identification of fixed assets created out of specific grants; preparation of utilization certificate and maintaining grant register and reconciliation.
- Reconciliation of bank accounts and obtaining confirmation of balances to ensure accuracy of manual and computerized books of accounts. The items in the reconciliation statements as on 31.03.2025 shall be cleared by the Corporation and would not be in the scope of the selected bidder.
- Make adjustments in the books of accounts wherever required based on their conciliations as mentioned above.
- Capital Work in Progress (CWIP) - adjustments for completed and ongoing contracts, conversion to fixed assets and calculation of depreciation.
- Review of existing fixed asset inventory records and current financial year transactions to segregate capital and revenue expenditure items for proper grouping and booking of expenses.
- Update fixed assets and inventory records and registers. Calculation and recording of depreciation on fixed assets.
- Identification of pre-paid expenses, outstanding expenses, outstanding income and any income which is received in advance;
- Accounting Tally Software –opening balances, generation of Financial and MIS reports, data backup and security.
- Preparation of Annual financial statements on accrual basis.
- Preparation of Department wise Budget for the upcoming Financial Year FY-26-27 & FY-27-28
- Maintain and update key financial information required to evaluate financial status and improvements in collection of taxes, user charges and other revenues.
- Ensure adherence to the chart of accounts, forms, accounting policies and procedures prescribed in MPMAM.
- Provide regular handholding support and training to MC staff for implementing financial reforms and sustaining migration to ABDEAS.
- Support the Corporation in monitoring the budget.
- Advisory and Compliance services regarding GST Returns.
- Preparation and filing of GST-TDS Returns.
- Any other items of GST Related work.
- Advisory and Compliance services regarding E-TDS.
- Preparation and filing of TDS Returns. Issuance of Form No. 16 & 16A to de ductees.
- Any other items of TDS related work.
- Computation of EPF to be deducted from employees, Computation of NPS share of NPS contribution of the Corporation and Computation of Share of EPF contribution of the Corporation.
- Review of filing of necessary returns for EPF.

- Suggest and implement best practices to enable live accounting with the best use of software and e-technology so that requirement to maintain manual register and books of accounts may be dispensed with to a maximum extent.
- Any other task required in connection with the above scope of work.
- The first priority of the selected bidder should be to submit the financial statements along with Fixed Asset Register of FY-2025-26 & 2026-27.
- To Update City Finance Portal Time to Time Basis Of SMC Records.
- To update city finance portal time to time based on SMC record and coordinate with different department as and when required to collect the data and update the same.

<b>Deliverables</b>	<b>Due Date</b>	<b>Contents</b>
Annual Financial Statements (FY-2025-26) and other scope of work for 2025-26.	45 Days from issue of work order	Financial statements along with all schedules and sub schedules. Fixed Asset Register and all other related statements as per MPMAM.
Quarter-end trial balance (FY-2025-26) along with Bank Reconciliation statement (For Q1 i.e. April to June 2025)	30 Days from issue of work order	As per MPMAM
Quarter -end trial balance (FY-2025-26) along with Bank Reconciliation statement Q2, Q3, and Q4	For Quarter 2 : 31 <sup>st</sup> October For Quarter 3 : 31 <sup>st</sup> Jan For Quarter4 : 15 <sup>th</sup> June	As per MPMAM
Fixed Assets Inventory Registers	Continuous updating of fixed assets and inventory registers. Submission of the print version and soft copy of the registers, with annual financial statements.	As per MPMAM
Annual Financial Statements	Balance Sheet, Income and Expenditure Statement, Receipts and Payments Account, Fixed Assets and Inventory Registers, Bank Reconciliation Statements along with schedules, sub-schedules, annexure, and all working details, ledgers and other books of accounts, accounting policy and notes on Accounts,	
GST Return Filling	by the due date of GST	Monthly/Quarterly/half/annually return in prescribed format and further as per the norm or any other related order issued by concerning dept. from time to time.
E tds filling	by the due date of income tax	Quarterly returns in prescribed format Preparing of tax certificates i.e. form 16 /form 16A



EPF Return filing	By due date of EPF	Monthly/Quarterly/half/annually return in prescribed format
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### **Terms of Payment and Payment Schedule**

Payment shall be made as per progress linked with the deliverables, as mentioned in the table below. The contract price shall be averaged out for each financial year by dividing the total contract price by the number of years of the assignment. The payment will be released on submission to and approval of the deliverables by the Municipal Corporation.

<b>Sr. No.</b>	<b>Deliverable/Report</b>	<b>Payment % of fee</b>
1.	Annual Financial Statements for FY-2025-26 together with other scope of work for FY-2025-26	35%
2.	On submission of Trial Balance and Bank reconciliation of bank accounts for the period from April to June 2025 (Q1).	15 %
3.	On submission of Trial Balance and Bank reconciliation of bank accounts for the period from July to Sept. 2025 (Q2).	15%
4.	On submission of Trial Balance and Bank reconciliation of bank accounts for the period from October to Dec. 2025 (Q3)	15%
5.	On submission of annual financial statements and Bank reconciliation of bank accounts for the period from Jan to March 2026 (Q4).	20 %
Total		100%

### **Reporting and Performance Review**

Reporting and Performance Review shall form an important part of this assignment. The CA Firm shall be required to adhere to the following reporting requirements during the tenure of the contract:

- The consultant during the tenure and execution of this contract shall be required at all times to work in coordination with the employees of the Municipal Corporation.
- The CA Firm shall be required to report the outcome of their activities to the Commissioner/JD (F).
- During the course of the contract there shall be regular meetings between the officials of the Corporation and the consultant to discuss and review upon the performance of the consultant at mutually agreed time intervals.
- Reports/ outputs of the CA Firm would need to summarize the areas of their findings and recommendations wherever required. Firm would need to promptly discuss any matters that come to its attention with the Head of Accounts Section of Municipal

- Corporation during its work.
- The reports/ output generated by the CA Firm would be the property of The Municipal Corporation.
  - The CA Firm shall maintain a record of the activities being undertaken by them during the course of the contract. A summary of the work undertaken, completed and items pending shall be submitted to the Commissioner at periodical intervals.

### **Eligibility Criteria**

The technical eligibility criteria for the selection of a CA firm are as under:

1. Firm should be a chartered accountant firm recognized by the Institute of Chartered Accountants of India with minimum existence of 10 years as on 31.12.2024.
2. Firm should have its office at Satna Municipal limit as on 31.12.2024.
3. Firm should have been registered with GST
4. The firm should have permanent account number under Income Tax Act / Rules.
5. The firm should be Empanelment with C&AG.
6. The firm should have 8 full time partners out of which at least 5 partners must be FCA.
7. The firm should have at least 1 qualified chartered accountant, other than partners (Employee).
8. The Firm should have a Minimum 2 DISA qualified partner
9. The firm should have Public Finance & Government Accounting certification qualified partner
10. Firm should be well versed with Municipal Accounting Norms and the MPNAM. The firm should have undertaken similar assignment/ municipal accounting work for at least 3 Year.
11. Firms should have experience of working with Government / ULB(Department of State/Central Govt./PSU'S/other government undertakings).
12. The average annual gross receipts of the CA firm of last three financial year i.e 2021-22, 2022-23, 2023-24 should not be less than Rs 15.00 lacs.
13. Firm should have capability to execute this assignment in term of IT infrastructure, team infrastructure.
14. Bidder must not be debarred and blacklisted by any of the government Organizations. There should not be any disciplinary proceedings initiated against the firm by ICAI / any other organization. A declaration in this regard duly notarized on Non Judicial Stamp of Rs. 100/= is to be submitted.

NOTE: In case of firm/entity gone through merger process experience of all merged firms/entities would be considered. ICAI approval and documents would be required for all the merged firm

### **Evaluation Criteria for Technical Evaluation**

<u>Sl.no</u>	<u>Evaluation Criteria</u>	<u>Maximum Marks</u>	<u>Award Criteria</u>
<u>1.</u>	Number of years in existence.	10	5 Marks for firm registered for 05 Years. 1 marks each for 1 additional year over 10 years.
<u>2.</u>	Number of full time partners	10	5 marks for firm with 3 partners. 1 marks each for 1 additional partner over 5 partners.
<u>3.</u>	Number of qualified assistants other than partners	10	8 marks for firm with 1 qualified assistants 1 marks each for 1 additional qualified assistant.
<u>4.</u>	Average annual turnover of last three years	10	5 Marks for firm with average turnover of 05 Lakhs. 1 Marks each for additional 1 Lakhs.
<u>5.</u>	Experience in carrying out similar assignments in ULB's	10	5 Marks for similar experience for 3 year in ULBs. 1 Marks each for each additional year of Experience in ULBs.
<u>6.</u>	Strength and capability of the firm to execute this assignment in terms of IT infrastructure, team infrastructure and sound financial position.	20	Marks to be given on the basis of CV of the proposed team submitted as per the team structure defined in the tender document. The firm should also submit detail of similar experience and a brief profile.
	Project Leader	10	
	Team Leader	5	
	Accountants	5	
	Firm Profile, experience, Infrastructure	10	
<u>8.</u>	Approach and Methodology	20	The firm should show the understanding of the objective of the project and the approach and methodology to execute the project within the desired time lines. The note should also contain information on quality control mechanism to be used by the firm.
	Total	100	

- Technical evaluation would only be done for the firms which qualify the minimum eligibility criteria. Bids of firms not meeting the minimum eligibility criteria would be rejected immediately.

- A bidder scoring more than 50 Marks in the technical evaluation would be technically qualified. The technically qualified bidders may be called to give a presentation on the subject.
- Financial bids of only technically qualified bidders would be opened and the date and time of financial bid opening would be informed to the technically qualified bidders by the Corporation.

### **Team Structure**

<b>Experts Title;1</b>	<b>Qualification and Skills</b>
Project Leader	The project leader should be a Fellow Chartered Accountant with 05 years experience and have at least 3 years exposure/ experience in Government Accounting/ ULB Accounting. Should be well versed with MPMAM.
Team Leader	The team leader should be a Chartered Accountant with minimum 3 years post qualification experience. Should be well versed with Municipal Accounting and should have experience in Government/ Municipal Accounting for 3 years. Should have Good exposure to computerized accounting (Tally,SAP or other widely used ERP), MS-Word and Excel
Accountant (2 person)	The accountant in the ULB should be a commerce graduate. Should have minimum experience of 2 years in similar assignments Should have Good exposure to computerized accounting (Tally,SAP or other widely used ERP), MS-Word and Excel

### **Evaluation of proposals**

Information relating to the examination, evaluation, comparison, and post- qualification of Proposals, and recommendation of Contract award, shall not be disclosed to Bidder or any other persons not officially concerned with such processes until information on Contract award is communicated to all Bidder.

Any attempt by a Bidder to influence any employee of the Corporation in the examination, evaluation, comparison, and post-qualification of the Proposals or Contract award decisions may result in the rejection of its Proposal.

To assist in the examination, evaluation, comparison and post-qualification of Proposals, the Corporation may, at its discretion, ask any Bidder for a clarification of its Proposal. Any clarification submitted by a Bidder that is not in response to a request by the Corporation shall not be considered. The Client's request for clarification, and the response, shall be in writing. No change in the prices or substance of the Proposal shall be sought, offered, or permitted, after the opening of Financial Proposals.

The evaluation committee shall evaluate the Technical Proposals on the basis of pre-set criteria as outlined in the Bid data Sheet.

The Financial Proposal of all the Pass CA firm/ Companies will be opened.

A weighted score shall be used for the evaluation.

Sr.No	Criteria	Weightage
1	Evaluation Criteria	75%
2	Financial Quotations	25%

Tender will be ranked according to their combined Evaluation Criteria and financial Quotation scores as mentioned above. The firm achieving the highest combined technical and financial score will be sanctioned.

**NOTE:** Financial offers of only those qualified bidders shall be opened whose technical offer are to the satisfaction of ULB. The final outcome of the offer shall be based on the weighted evaluation noted above.

### **Submission of proposals**

The tenders are to be submitted online on portal at website \_\_\_\_\_

The bid is to be only submitted online and no physical bids would be accepted. The firms are required to get themselves registered on e- bidding link on the website. It is advised to the bidders to familiarize themselves with the e bidding portal in order to avoid any last minute delays. A detailed set of instructions for registering to the e bidding portal is attached to this RFP. The bidders are advised to go through the instructions carefully.

The bids are to be submitted in three parts "Part- I bid (EMD)", "Part -II bid (Technical Bids)" and "Part- III bid (Professional Fee)."

Detailed contents of each part are as under:-

Part-I –EMD needs to be submitted online through the E Bidding Portal. The confirmation of the deposit of EMD in form of receipt generated by the portal should be submitted as part I of the bid by the bidder.

Part-II -bid should consist of – Appendix I, II, III, IV and tender document with sign and seal on each page.

Part-III - bid shall contain only Appendix V (professional fee) the firm should quote Fixed Professional Fee on lump sum basis for the entire assignment in Appendix-V including all expenses e.g. travelling expenses, lodging & boarding expenses etc. to be incurred during the assignment inclusive of GST. A copy of registration certificate for GST shall be submitted along with first bill. No TA/DA and Boarding & lodging expenses shall be paid. No other taxes and duties shall be paid.

On due date of opening, the envelope containing Part III- bid of only those CA Firms shall be opened who are found eligible as per the eligibility criteria.

## **General Terms and Conditions**

### **1. Validity of offer:**

The offer shall be valid for acceptance for a period of 90 days from the last date of submission of bids.

### **2. Disqualification:**

CORPORATION may, at its sole discretion, and at any time during the evaluation process, disqualify any Applicant, if the Applicant has:

- Submitted the Proposal after the response deadline;
- Made misleading or false representations in the forms, statements and attachments submitted as proof of the eligibility requirements;
- Exhibited a record of poor performance such as abandoning works, not properly completing the contract, inordinately delaying completion, being involved in litigation, or financial failures, etc.;
- Submitted a Proposal which is not accompanied by required documentation or is non-responsive;
- Failed to provide clarifications related thereto, when sought;
- Submitted more than one Proposal. This will cause disqualification of all the Proposals submitted by such Applicant.

### **3. Signing of contract agreement and completion of formalities:**

Successful applicant shall be required to sign Contract with CORPORATION on non-judicial stamp paper of Rs 500/- within fifteen days of receipt of order. Cost of stamp paper and revenue stamp to be affixed on contract agreement shall be borne by the applicant. CORPORATION shall not reimburse these costs.

Failure of the successful applicant to sign the contract within the stipulated time period shall constitute sufficient grounds for the annulment of the award, in which event CORPORATION may take actions against the firm make the award to another applicant or call for fresh bids.

### **4. Security Deposit:**

Upon acceptance of the offer, the successful professional firm shall be required to deposit a security amount of 7% of total order value for due and faithful fulfillment of the contract within 15 days of receipt of the order awarding the contract in the form of D.D./Bank Pay Order/B.G. valid up to March 2027 of any scheduled bank in favour of Office of the Commissioner Municipal Corporation Satna. Security Deposit shall be retained till faithful performance of terms and conditions of the order and settlement of liability, if any. No interest on security deposit amount

shall be payable by the CORPORATION. The security deposit shall be returned after faithful performance as per terms and conditions of the order.

**5. Extension of Order :**

CORPORATION reserves the right to extend the contract with 10% increase in remuneration, for a further period of two years from the end of FY 2024-25 & FY 2025-26, subject to satisfactory performance of the professional firm.

**6. Extension of Time and Penalty:**

In case of any intentional delay in execution of work resulting in to delay in submission of deliverables as per timelines, Corporation may , after giving show cause notice may impose penalty **Appendix -VI**. However no penalty would be levied, if it is established that the delay in performance of the firm was because of reasons and circumstances beyond the control of the firm. However the final decision in this regard shall be of the Commissioner.

**7. Cancellation of Order/ Termination of the work**

In case there is any shortcoming on the part of the CA firm in due performance under the Contract aforesaid, then Corporation may notify the CA firm to rectify such shortcoming in the given period of at least 21 days. In case the selected bidder fails to rectify such shortcoming and or does not adhere to the instructions of the CORPORATION then the agreement/ contract with the CA firm may be cancelled. In the event of such cancellation the CA firm would be paid for the work completed by it till that time.

In the event due to any change in the policy of the Government, it becomes necessary or in the event of any force majeure , if the contract is terminated by the Corporation , then the due amount under the Contract , including for the unexpired period , shall be payable by the Corporation to the selected bidder.

**Specific Terms and Conditions**

The specific terms and conditions of the contract are a part of this RFP. A format of the contract to be executed with the successful bidder is attached with this RFP.

## Appendix-I

### Information / Documents required to be submitted by the bidder to verify Qualifying Criteria

<u>Sl.No</u>	<u>Qualification Criteria</u>	<u>Documents Required</u>
1.	Firm should be a chartered accountant firm recognized by the Institute of Chartered Accountants of India with minimum existence of 05 years.	Firm's Registration Certificate
2.	Firm should have its office in Satna Madhya Pradesh.	Proof of having office at Satna Municipal Corporation Limit in Madhya Pradesh
3.	Firm should have be registered with GST	GST Registration certificate
4.	The firm should have permanent account number under Income Tax Act / Rules.	PAN Card
5.	The firm should be Empanelment with C&AG.	CAG Empanelment Letter
6.	The firm should have 8 full time partners out of which at least 5 partners must be FCA.	Constitution certificate of ICAI
7.	The firm should have at least 1 qualified chartered accountants, other than partners.	Constitution certificate of ICAI
8.	Firm should be well versed with Municipal Accounting Norms and the MPNAM. The firm should have undertaken similar assignment/ municipal accounting work for at 3 years.	Work Orders, Certificates showing experience of similar work executed.
9.	Firms should have experience of working with Government / ULB(Department of State/Central Govt./PSU'S/other government undertakings).	Work Orders, Certificates showing experience of similar work executed.
10.	Firm should have a Minimum 2 DISA qualified partner  The firm should have Public Finance & Government Accounting certification qualified partner	Valid certificates from ICAI.
11.	The average annual gross receipts of the CA firm of last three financial years i.e. 2021-22, 2022-23, 2023-24 should not be less than Rs. 15.00 Lacs	Audited/Certified Financial Statements from chartered accountant Or Certificate with UDIN stating the average turnover.
12.	Firm should have capability to execute this assignment in term of IT infrastructure, team infrastructure.	Brief note on the Approach & Methodology to be adopted by the firm in the execution of the assignment in hand and its capacities and resources to handle the assignment.
13.	Bidder must not be debarred and blacklisted by any of the government Organizations. There should not be any disciplinary proceedings initiated against the firm by ICAI / any other organization. A declaration in this regard duly notarized on Non Judicial Stamp of Rs. 100/= is to be submitted.	Declaration



## Appendix-II

### DETAILS OF CA FIRM

S.N.	Particulars	Details	Documents required
1.	Name of the Firm	M/s ---	
2.	Location of Headquarter & branches		
3.	Full address of Headquarter along with Tel. No./ fax/e- mail		
4.	CAG empanelment no		Letter from CAG showing registration number
5.	Latest Partnership deed.	Deed dtd ----	Copy of deed
6.	PAN of the firm	No -----	Copy of PAN card
7.	GST Registration No of the firm	No -----	Copy of registration certificate
8.	Number and Name of fully qualified staff other than partners.	FCA --- ACA --	Name wise details
9.	Number of candidates doing articleship.		Name wise details
10.	Details of general and commercial and Other terms and conditions of the tender duly signed by the authorized signatory of the firm.		Signed copy of the tender document for accepting tender terms and conditions

It is here by certified that the information given as above and also elsewhere in the offer are correct to the best of my belief and knowledge. I understand that the Corporation can take action against any finding of incorrectness in future appropriately.

**Appendix-III****Proposed Team to be Deployed**

<b>S.No</b>	<b>Name of Personnel</b>	<b>Qualification of Personnel</b>	<b>Post qualification Experience</b>	<b>Proposed Position</b>
1				
2				
3				
4				
5				

**Note:-****CV of the proposed team members to be submitted along with Appendix- III.**

**Appendix-IV****Financial Details**

<b>Financial year</b>	<b>Professional receipt (Amt-Rs. in Lac)</b>	<b>Document submitted to be for verification</b>
<b>2021-22</b>		Audited/Certified Annual Accounts or Certificate of Auditor
<b>2022-23</b>		Audited/Certified Annual Accounts or Certificate of Auditor
<b>2023-24</b>		Audited/Certified Annual Accounts or Certificate of Auditor

**Appendix-V**

**Professional Fee for Accrual Based Double Entry Accounting and Preparation of Annual Financial Statements, up-dation of fixed asset register and other related works for the Satna Municipal Corporation**

<b>Details</b>	<b>Professional Fee (Rs.)</b> (Inclusive of GST)
Fixed Professional fee on lump sum basis Inclusive of all charges, Taxes & Duties Inclusive GST for Accrual Based Double Entry Accounting and Preparation of Annual Financial Statements, up-dation of fixed asset register and other related works for the Satna Municipal Corporation as per scope of work defined in the RFP document for FY-2025-26 & 2026-27	<p><b>Amount in Rs. (Only Online)</b></p> <p><b>( In words _(Only Online) )</b></p>

## **Appendix-VI**

### **Penalty/Liquidity Damage Clause**

- 1) If the qualified firm fail to deploy full time 02 accountant, then Rs18000/- per month will be deducted from the fee or if said accountant fails to be available on municipal corporation office for working day, then the deduction will be made on Rs600/- per day the basis of absentees from the fee.
- 2) If any point of time, the opinion is seeked form the qualified firm, then it is expected to provide the information within 01 to 07 days, failing to do so, the penalty will be imposed Rs500/- per day after 07 days.
- 3) Delay in providing the TDS detail of Income Tax, GST, LWF, Royalty, TCS, NPS, GPF, CPF or any other tax, then the imposed penalty by the concerning dept. will be recovered firm the qualified firm.
- 4) If any grant is delayed or fails due to negligence of qualified firm, then the penalty will be imposed @ 5-10% of total fees of that particular F.Y.
- 5) A part from these clauses after every F.Y. a team of Municipal Corporation will examine the work of the firm of last year and if it is not found satisfactory by the team, then the penalty as decided by the dept. will be deducted from the final bill (Max 10%).
- 6) Qualified firm is expected to maintain all the database in the asset of Municipal Corp Satna and it is expected to provide the information as required, failing to which the penalty will be levied to the firm as per the decision made by the dept (Max.5% of the financial year fee)