



कार्यालय नगर पालिक निगम, रायपुर (छ.ग.)

नया प्रशासनिक कार्यालय, गांधी चौक, बैसन बाजार, रायपुर (छ.ग.)

फोन नं.: 2535780, 90, फैक्स :- 0771.2227395 E-mail:-dc_rmc@rediffmail.com

Website - www.nagarnigamraipur.com

क. 685 / वित्त विभाग / न.पा.नि. / 2021

रायपुर, दिनांक 07 / 09 / 2021

संशोधन निविदा आमंत्रण सूचना

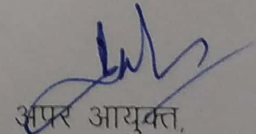
(द्वितीय निविदा आमंत्रण सूचना)

नगर पालिक निगम, रायपुर द्वारा पंजीकृत चार्टर्ड एकाउंटेंट्स फर्म जिन्हे इस प्रकार के कार्यों का अनुभव हो ऐसी फर्मों के माध्यम से सीलबंद निविदा दो फिफाफा पद्धति से दिनांक 15/09/2021 को अपराह्न 04:00 बजे तक स्पीड पोस्ट अथवा रजिस्टर्ड पोस्ट के माध्यम से आमंत्रित की जाती है। इस हेतु निविदा प्रपत्र कार्यालयीन अवधि एवं समय पर वित्त विभाग से दिनांक 02/09/2021 तक निर्धारित शुल्क अदा कर प्राप्त किया जा सकता है। निविदा दिनांक 15/09/2021 को अपराह्न 05:00 बजे उपस्थित निविदाकर/उनके प्रतिनिधि के समक्ष खोली जावेगी।

क्र.	संशोधित कार्य का विवरण	आगणित राशि (रु.लाख में)	अमानती राशि रु.	निविदा प्रपत्र मूल्य	कार्य अवधि
1	For Selection of CA Firm for audit of the books of accounts of Municipal Corporation Raipur for F.Y. 2019-20	4,00,000	4000	1000	01 माह

नियम शर्तें:-

1. सशर्त निविदा स्वीकार नहीं की जावेगी।
2. अमानती राशि राष्ट्रीयकृत बैंक से जारी एफ.डी.आर. अथवा बैंक ड्राफ्ट के रूप में आयुक्त, नगर पालिक निगम, रायपुर के नाम से स्वीकार होगी।
3. लिफाफा (अ) में अमानती राशि व तकनीकी दस्तावेज एवं लिफाफा (ब) में वित्तीय आफर।
4. कार्य की अन्य जानकारी कार्यालय से प्राप्त की जा सकती है।
5. किसी भी निविदा को स्वीकार अथवा अस्वीकार करने का अधिकार आयुक्त नगर निगम, रायपुर को होगा।



अपर आयुक्त,
नगर पालिक निगम,
रायपुर (छ.ग.)

GENERAL CONDITION

Subject : Selection of firms of Chartered Accountants for Audit of Books of Accounts of Raipur Municipal Corporation

CA firms are requested to submit an Expression of Interest (EOI). The EOI shall be in English Language.

1. Scope of Work (Annexure A)

Notice inviting Expression of Interest from Partnership firms of Chartered Accountants for audit of books of accounts of Municipal Corporation Raipur for the F.Y. 2019-20.

The empaneled firm shall render their professional services as mentioned below to the Municipal Corporation Raipur :

- i. Verification of Assets and Liabilities based documentary evidence.
- ii. Verification of bank Reconciliation statement of all bank accounts.
- iii. Investment against Earmarked funds.
- iv. Provision of all loans liabilities as per details available.
- v. Provision of all outstanding liabilities for expenses.
- vi. Provision of all accrued income.
- vii. Provision for all known liabilities.
- viii. Provision of all prepaid expenses.
- viii. Verification of list of deposits, outstanding loans to staff, advances to contractors and suppliers, sundry debtors and creditors.
- ix. Preparation of Fixed Assets schedule.
- x. Verification of Capital and Revenue Grants.
- xii. Assets created out of Earmarked Fund and Grants.
- xiii. Verification of Capital Work in Progress accounts.
- xiv. Audit of books of accounts and Preparation of Balance Sheet, Income & Expenditure account, Receipts & Payments accounts as per Municipal Coding System.
- xv. The CA firm or their representative shall attend the meeting as per requirement of Municipal Corporation Raipur.

2. Divulging of Information :

During the course of the contract period or thereafter you shall not share with or divulge to any person or persons, any of the organization's affairs without written authorization from the Commissioner, Municipal Corporation Raipur.

3. Eligibility Criteria : (Annexure B)

- i The applicant firm should be a Partnership firm of Chartered Accountants and registered with the Institute of Chartered Accountants of India (hereinafter referred to as “ICAI”) and should have valid firm registration number.
- ii The applicant firm should have experience of more than 12years, for this purpose, experience should be reckoned with reference to the date of establishment of firm.
- iii The firm should have minimum average annual gross receipts of more than 50 Lakhs in last three financial years i.e. 2017-2018, 2018-2019 and 2019-2020.
- iv The firm should have at least four full time Chartered Accountants as partners and all four partners should be FCA partners in the firm.
- v The firm should have at least 7 full time Chartered Accountant paid assistants and all seven paid assistants should be ACA paid assistants duly registered with ICAI as on 01.01.2021.
- vi The firm should be empaneled with Office of Comptroller and Auditor General of India.
- vii The firm or any partner of the firm should have carried out any professional assignment related to the field of Chartered Accountant for Raipur Municipal Corporation.
- viii The firm or any partner of the firm should have carried out any professional assignment related to the field of Chartered Accountant for any Board / Corporation constituted under the State Law.
- ix The applicant firm should have Head Office at Raipur (Chhattisgarh).The firm should have minimum three branches, out of which at least two branches should be situated at Chhattisgarh state.
- x The firm should have experience of any State PSU for more than 3 years.
- xi The work should be completed within one month strictly from the date of issue of work order.

4. Criteria for evaluation of Technical Proposal :

The following criteria should be followed:

S. No	Criteria	Description	Marking system	Maximum Marks	Total Marks
1	Turnover	Minimum Average Annual turnover over last 3 years	Above 50 Lakhs	20	20
			Less than 50 Lakhs	10	
2	Partners	Total FCA partners	≥ 3	20	20
			Less than 3	10	
3.	Paid Assistants	Total Paid Assistant as on 01.01.2021	≥ 7	20	20
			Less than 7	10	
4.	Years of experience	The firm will be evaluated for following years of practice	≥ 8	20	20
			Less than 8 Yrs	10	
5.	Work Experience	Experience of 3 years in PSU in last years	≥ 3 years	20	20
			Less than 3 years	10	
Total Marks					100

- **Minimum marks to be achieved by the firm should be 40.**

5. List of documents to be submitted along with the applications/EOIs :

Interested Firms are advised to go through contents of the EOI documents carefully and submit the attested copies of the following documents in proper sequence along with the EOIs as described hereinafter :

1. Latest Registration Certificate of the Firm as on 01.01.2021 as issued by the Institute of Chartered Accountants of India.
2. Membership Certificate of the Partners / Qualified Audit Staff issued by the Institute of Chartered Accountants of India as evidence of FCA/ACA.

3. Copies of Audited Annual Accounts (Balance Sheet and Profit & Loss Account along with schedules)for F.Y. 2017-18, 2018-19 and 2019-20, as a proof of average turnover of the firm.
4. Copies of I.T. (Income Tax) Returns along with Computation of Income for F.Y. 2017-18, 2018-19 and 2019-20 duly acknowledge by I.T. Department.
5. Copies of appointment letters / experience certificate for statutory audit / internal audit as evidence of experience.
6. The detailed address with Telephone/Mobile, Fax and E-mail address of theRegistered Head Office of the Audit Firms along with its Branches.
7. Copy of PAN Card and GST Registration Certificate.

6. Guidelines for deployment of Professional Firm :

Team	No of Persons	Experience
Chartered Accountant	2	Out of two CA, one CA should have experience of more than Ten years.
Audit Staff	5	Minimum qualification B.Com / M.Com Or CA Articles

7. Early Termination of the Contract :

- If for any reason, Commissioner Municipal Corporation, Raipur determines that the contract should be terminated, he can do so at his own discretion.
- If for any reason, you decide to terminate the contract prior to satisfactory completion of the task, you may do so at your discretion but only after handing over all unused funds and assets created out of the specific task agreement, handing over all notes, worksheet and drafts prepared to date and after a thorough debriefing with the Commissioner, Municipal Corporation Raipur.

8. Payment :

- The CA Firm will submit their report along with professional bill within one month.
- GST shall be paid extra as per prevailing rate subject to submission of GST Registration Certificate along with bill.

9. The last date for receipt of expression of interest in the specified format in sealed envelope by 15.09.2021 at 4:00 p.m. Technical offer will be opened on same day at 5:00 p.m.

10. The Expression of Interest must be submitted by post (**in two separate sealed envelope, one for technical bid and other for financial bid**) / by post in the Commissioner, Municipal Corporation Raipur.

Annexure : C

Standard Format for Submission of Technical Details
(Application format)

To be printed on the letter head of the CA Firm

Note: Please refer the important instructions to Professional Firm before filling the below details

i.	Name of the Firm	
ii.	Head Office Address	
iii.	Firm's Registration Number	
iv.	Date of Registration	
v.	Firm's PAN Number (Attach Copy)	
vi.	Firm's GST registration Number (Attach Copy of Registration)	
vii.	Contact details (Telephone No. and Mobile No)	
viii.	Email ID	
ix.	No. of years firm experience (Cut-off date 31.03.2021, attach copy of certificate of incorporation)	
x.	Turnover Details (Average turnover from professional services for last 3 years i.e. 2017-18, 2018-19 and 2019-20)	<i>Average turnover from professional services for last 3 years (Encl Schedule-A)</i>
xi.	Number of Branches	<i>Total No. branches (Encl Schedule -B)</i>
xii.	Number of Full-time Partners as on 01.01.2021	<i>Number of Full-Time Partners (Encl Schedule -C)</i>
xiii.	Number of Full-time Chartered Accountants who are Paid Assistant as on 01.01.2021	<i>Number of Full-Time Partners (Encl Schedule -D)</i>
xiv.	Whether the firm is registered with CAG for Govt. Audit.	

Schedule- A : Turnover Details*

Year	Turnover from professional services (Rs. In Lakhs.) as per Annual Accounts
2017-18	
2018-19	
2019-20	

*Encl- Copy of financial statements of last 3 years

Schedule - B : Details of Branches*

S.No.	City/ State	Address
1.		
2.		

*Encl- Supporting documents

Schedule -C : Details of Full Time Partners*

S. No	Name	FCA/ ACA/	Location(HO/ Branch) Name of City	Membership No.	Date of Joining the Firm	Specialization / Area of Partner
1.						
2.						
3.						

*Encl- Supporting documents

Schedulev- D : Details of Full Time Chartered Accountants who are Paid Assistant*

S. No	Name	FCA/ ACA/	Location(HO/ Branch) Name of City	Membership No.	Date of Joining the Firm	Specialization/ Area of Paid Assistant
1.						
2.						
3.						

Important Instructions to Professional Firm :

Instructions :

1. Format of Application must be strictly followed while giving technical details and professional fees quote. The application should be completely filled in the letter head of firm. **Incomplete applications will be rejected out rightly.**
2. All EOIs will be evaluated on the basis of the technical details provided in specified format and documents furnished along with the application only. Any additional document received, after the last date and time of receiving the EOIs as stipulated in the notice inviting EOIs, will not be entertained.
3. Since, all the applications will be evaluated strictly on the basis of Eligibility Criteria, please avoid attaching unsolicited information/documents for processing applications expeditiously.
4. All submitted documents should be signed by a partner with his name and under the seal of the firm.
5. Applications must be submitted under sealed cover super scribing the EOI Notice No. and date and the words “Application for Appointment of Auditor for F.Y. 2019-20” through Registered Post / Speed Post.
6. Any application received after the stipulated date and time, due to any reason whatsoever, will be rejected out rightly.
7. There would be confidentiality clause in the appointment letter to be issued to each audit firm.
8. The audit work allotted to CA Firm should not be assigned to any other third party by the said firm.