

# **TENDER DOCUMENT**

**Appointment of  
Field Level Chartered Accountants for  
Implementation of  
Double Entry Accounting System  
on Accrual basis  
in all Urban Local Bodies in Chhattisgarh**

**Directorate of  
Urban Administration & Development,  
Government of Chhattisgarh**

RDA Building, Bajarang Complex, Raipur 490011, Chhattisgarh  
Tel. (0771)2543076

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## **Section A: Tender Notice**

Director, Urban Administration and Development, Government of Chhattisgarh (hereinafter referred to as Directorate) invites sealed Technical and Financial Proposals for appointment of Field Level Chartered Accountants for Implementation of Double Entry Accounting System on Accrual basis in all Urban Local Bodies in Chhattisgarh.

The Proposal forms can be obtained from the Joint Director (Accounts) of the Directorate on payment of Rs. 2000/- (Rupees two thousand only) by Demand Draft on a nationalized bank drawn in favour of the Director, UAD payable at Raipur, or can be downloaded from website: [www.cg.gov.in](http://www.cg.gov.in) and submitted along with the required Demand Draft with technical proposals. If the bidder applies for more than one group, the tender fees of Rs. 2,000 needs to be submitted with technical proposal of each group if the tender is downloaded from the web-site or the bidder needs to purchase the separate tender document for each group from the Directorate's Office.

All the Urban Local Bodies, SUDA and DUDA are categorised in to the following 10 groups:

| Group No. | Body S. No. | Urban Local Bodies/ Authorities in the Group   |
|-----------|-------------|--|
| <b>1</b>  | <b>1</b>    | Raipur Municipal Corporation   |
|           | <b>2</b>    | State Urban Development Authority  |
|           | <b>3</b>    | Technical Cell, Directorate Office, Urban Development & Administration, Government of Chhattisgarh     |
|           | <b>4</b>    | Joint Director Office, Raipur Division, Urban Development & Administration, Government of Chhattisgarh |
|           | <b>5</b>    | Raipur District Urban Development Authority  |

|          |           |   |                            |
|----------|-----------|---|----------------------------|
| <b>2</b> |           | <b>RAIPUR DISTRICT</b>                          |                            |
|          | <b>6</b>  | Municipal Council Bhatapara                     |                            |
|          | <b>7</b>  | Municipal Council Tilda Nevra                   |                            |
|          | <b>8</b>  | Municipal Council Balaudabazar                  |                            |
|          | <b>9</b>  | Municipal Council Gobra Navapara                |                            |
|          | <b>10</b> | Municipal Council Birgaon                       |                            |
|          | <b>11</b> | Nagar Panchayat Aarang                          |                            |
|          | <b>12</b> | Nagar Panchayat Bhatgaon                        |                            |
|          | <b>13</b> | Nagar Panchayat Simga                           |                            |
|          | <b>14</b> | Nagar Panchayat Amanpur                         |                            |
|          | <b>15</b> | Nagar Panchayat Kharora                         |                            |
|          | <b>16</b> | Nagar Panchayat Laban                           |                            |
|          | <b>17</b> | Nagar Panchayat Rajeen                          |                            |
|          | <b>18</b> | Nagar Panchayat Kasdol                          |                            |
|          | <b>19</b> | Nagar Panchayat Palari                          |                            |
|          |           |   |                            |
|          |           |   | <b>Mahasamund District</b> |
|          | <b>20</b> | Municipal Council Mahasamund                    |                            |
|          | <b>21</b> | Nagar Panchayat Pithora                         |                            |
|          | <b>22</b> | Nagar Panchayat Baghbahara                      |                            |
|          | <b>23</b> | Nagar Panchayat Basana                          |                            |
|          | <b>24</b> | Nagar Panchayat Saraipalli                      |                            |
|          | <b>25</b> | Mahasamund District Urban Development Authority |                            |
|          |           |   |                            |
|          |           |   | <b>Dhamtari District</b>   |
|          | <b>26</b> | Municipal Council Dhamatari                     |                            |
|          | <b>27</b> | Nagar Panchayat Kurood                          |                            |
|          | <b>28</b> | Dhamatri District Urban Development Authority   |                            |

| Group No. | Body S. No.                                   | Urban Local Bodies/ Authorities in the Group     |
|-----------|---|--|
| <b>3</b>  | <b>29</b>                                     | Durg Municipal Corporation                       |
|           | <b>30</b>                                     | Rajnandgaon Municipal Corporation                |
|           |   |  |
|           |   | <b>Rajnandgaon District</b>                      |
|           | <b>31</b>                                     | Municipal Council Dongargarh                     |
|           | <b>32</b>                                     | Nagar Panchayat Gandai                           |
|           | <b>33</b>                                     | Nagar Panchayat Chhuikhadan                      |
|           | <b>34</b>                                     | Nagar Panchayat Khairagarh                       |
|           | <b>35</b>                                     | Nagar Panchayat Ambagarh Chowki                  |
|           | <b>36</b>                                     | Nagar Panchayat Dongargaon                       |
|           | <b>37</b>                                     | Rajnandgaon District Urban Development Authority |
|           |   |  |
|           |   | <b>Kawardha District</b>                         |
|           | <b>38</b>                                     | Municipal Council Kawardha                       |
|           | <b>39</b>                                     | Nagar Panchayat Pandaria                         |
| <b>40</b> | Kawardha District Urban Development Authority |  |

|           |   |                                    |
|-----------|---|------------------------------------|
| <b>4</b>  | <b>41</b>                                 | Bhilai Municipal Corporation       |
|           |   |                                    |
|           |   | <b>Durg District</b>               |
|           | <b>42</b>                                 | Municipal Council Dalli Rajhara    |
|           | <b>43</b>                                 | Municipal Council Bhillai Charonda |
|           | <b>44</b>                                 | Municipal Council Bhillai Jamul    |
|           | <b>45</b>                                 | Municipal Council Bemetara         |
|           | <b>46</b>                                 | Municipal Council Balod            |
|           | <b>47</b>                                 | Municipal Council Kumhari          |
|           | <b>48</b>                                 | Nagar Panchayat Ahirawara          |
|           | <b>49</b>                                 | Nagar Panchayat Dhamadha           |
|           | <b>50</b>                                 | Nagar Panchayat Patan              |
|           | <b>51</b>                                 | Nagar Panchayat Parpauri           |
|           | <b>52</b>                                 | Nagar Panchayat Devkar             |
|           | <b>53</b>                                 | Nagar Panchayat Khamhariya         |
|           | <b>54</b>                                 | Nagar Panchayat Gundardehi         |
|           | <b>55</b>                                 | Nagar Panchayat Dody               |
|           | <b>56</b>                                 | Nagar Panchayat Saja               |
|           | <b>57</b>                                 | Nagar Panchayat Dondylohara        |
|           | <b>58</b>                                 | Nagar Panchayat Baerala            |
|           | <b>59</b>                                 | Nagar Panchayat Gurur              |
|           | <b>60</b>                                 | Nagar Panchayat Navagarh           |
| <b>61</b> | Durg District Urban Development Authority |                                    |

| <b>Group No.</b> | <b>Body S. No.</b>                          | <b>Urban Local Bodies/ Authorities in the Group</b> |
|------------------|---|---|
| <b>5</b>         | <b>62</b>                                   | Jagdalpur Municipal Corporation                     |
|                  |   |   |
|                  |   | <b>Bastar District</b>                              |
|                  | <b>63</b>                                   | Municipal Council Kodagaon                          |
|                  | <b>64</b>                                   | Nagar Panchayat Keskai                              |
|                  | <b>65</b>                                   | Bastar District Urban Development Authority         |
|                  |   |   |
|                  |   | <b>Bijapur District</b>                             |
|                  | <b>66</b>                                   | Nagar Panchayat Bijapur                             |
|                  |   |   |
|                  |   | <b>South Bastar District</b>                        |
|                  | <b>67</b>                                   | Municipal Council Kirandul                          |
|                  | <b>68</b>                                   | Municipal Council Dantewada                         |
|                  | <b>69</b>                                   | Nagar Panchayat Sukama                              |
|                  | <b>70</b>                                   | Nagar Panchayat Godam                               |
|                  | <b>71</b>                                   | Nagar Panchayat Bachaeli                            |
|                  | <b>72</b>                                   | Dantewada District Urban Development Authority      |
|                  |   |   |
|                  |   | <b>Narayanpur District</b>                          |
|                  | <b>73</b>                                   | Nagar Panchayat Narayanpur                          |
|                  |   |   |
|                  | <b>North Bastar District</b>                |   |
| <b>74</b>        | Municipal Council Kanker                    |   |
| <b>75</b>        | Nagar Panchayat Bhanupratappur              |   |
| <b>76</b>        | Nagar Panchayat Charama                     |   |
| <b>77</b>        | Kanker District Urban Development Authority |   |

| Group No. | Body S. No. | Urban Local Bodies/ Authorities in the Group   |
|-----------|-------------|--|
| <b>6</b>  | <b>78</b>   | Bilaspur Municipal Corporation   |
|           | <b>79</b>   | Joint Director Office, Technical Cell, Bilaspur Division, Urban Development & Administration, Government of Chhattisgarh |
|           |             | <b>Bilaspur District</b>   |
|           | <b>80</b>   | Municipal Council Mungeli,   |
|           | <b>81</b>   | Nagar Panchayat Kota,  |
|           | <b>82</b>   | Nagar Panchayat Ratanpur,  |
|           | <b>83</b>   | Nagar Panchayat Gourella,  |
|           | <b>84</b>   | Nagar Panchayat Lormi  |
|           | <b>85</b>   | Nagar Panchayat Pendra   |
|           | <b>86</b>   | Nagar Panchayat Bilha  |
|           | <b>87</b>   | Nagar Panchayat Takhatpur  |
|           | <b>88</b>   | Nagar Panchayat Bodari   |
|           | <b>89</b>   | Bilaspur District Urban Development Authority  |

|          |            |   |
|----------|------------|---|
| <b>7</b> | <b>90</b>  | Korba Municipal Corporation                   |
|          |            |   |
|          |            | <b>Korba District</b>                         |
|          | <b>91</b>  | Municipal Council Deepika                     |
|          | <b>92</b>  | Nagar Panchayat Katghora                      |
|          | <b>93</b>  | Korba District Urban Development Authority    |
|          |            |   |
|          |            | <b>Janjgeer District</b>                      |
|          | <b>94</b>  | Municipal Council Champa                      |
|          | <b>95</b>  | Municipal Council Janjgir                     |
|          | <b>96</b>  | Municipal Council Akaltara                    |
|          | <b>97</b>  | Municipal Council Sakti                       |
|          | <b>98</b>  | Nagar Panchayat Shivrinarayan                 |
|          | <b>99</b>  | Nagar Panchayat NayaBaradwar                  |
|          | <b>100</b> | Nagar Panchayat Balauda                       |
|          | <b>101</b> | Nagar Panchayat Kharaud                       |
|          | <b>102</b> | Nagar Panchayat Adbhar                        |
|          | <b>103</b> | Janjgeer District Urban Development Authority |

| Group No.  | Body S. No.                                  | Urban Local Bodies/ Authorities in the Group |
|------------|--|--|
| <b>8</b>   | <b>104</b>                                   | Raigarh Municipal Corporation                |
|            |  |  |
|            |  | <b>Raigarh District</b>                      |
|            | <b>105</b>                                   | Municipal Council Kharasiya                  |
|            | <b>106</b>                                   | Nagar Panchayat Sarangarh                    |
|            | <b>107</b>                                   | Nagar Panchayat Dharmjaygarh                 |
|            | <b>108</b>                                   | Nagar Panchayat Gharghoda                    |
|            | <b>109</b>                                   | Raigarh District Urban Development Authority |
|            |  |  |
|            |  | <b>Jashpur District</b>                      |
|            | <b>110</b>                                   | Municipal Council Jashpur Nagar              |
|            | <b>111</b>                                   | Nagar Panchayat Pathalgam                    |
| <b>112</b> | Jashpur District Urban Development Authority |  |

|          |            |  |
|----------|------------|--|
| <b>9</b> | <b>113</b> | Ambikapur Municipal Corporation              |
|          |            |  |
|          |            | <b>Ambikapur District</b>                    |
|          | <b>114</b> | Nagar Panchayat Surajpur                     |
|          | <b>115</b> | Nagar Panchayat Ramanuj Ganj                 |
|          | <b>116</b> | Nagar Panchayat Sitapur                      |
|          | <b>117</b> | Nagar Panchayat Balrampur                    |
|          | <b>118</b> | Nagar Panchayat Bhatgaou                     |
|          | <b>119</b> | Nagar Panchayat Vishrampur                   |
|          | <b>120</b> | Nagar Panchayat Kusamai                      |
|          | <b>121</b> | Nagar Panchayat Rajpur                       |
|          | <b>122</b> | Nagar Panchayat Lakhanpur                    |
|          | <b>123</b> | Nagar Panchayat Pratappur                    |
|          | <b>124</b> | Nagar Panchayat Wadraf Nagar                 |
|          | <b>125</b> | Surguja District Urban Development Authority |

|            |   |                                |
|------------|---|--------------------------------|
| <b>10</b>  | <b>126</b>                                  | Chirmiri Municipal Corporation |
|            |   |                                |
|            |   | <b>Koriya District</b>         |
|            | <b>127</b>                                  | Municipal Council Mahendragarh |
|            | <b>128</b>                                  | Nagar Panchayat Jhagarakhand   |
|            | <b>129</b>                                  | Nagar Panchayat Baikunthpur    |
|            | <b>130</b>                                  | Nagar Panchayat Charcha        |
| <b>131</b> | Koriya District Urban Development Authority |                                |

The appointment of Field Level Chartered Accountants shall be for a particular group i.e. for all ULBs and authorities (if there) in that Group.

All the interested Chartered Accountants firms are required to submit the Technical and Financial Proposals in two separate sealed envelopes. The Technical and Financial Proposals should be accompanied by an Earnest Money Deposit as specified in this Tender Document else where. The Earnest Money Deposit (in the form of Demand Draft) should be included in the same envelope containing the Technical Proposal. The Technical and Financial Proposals along with the Earnest Money Deposit must be delivered to the Office of Directorate of Urban Administration & Development, Government of Chhattisgarh on or before the due date for submission of Proposals mentioned elsewhere in this Tender Document.

The envelope containing the Technical Bid and the Earnest Money Deposit will be opened on the specified date & time in presence of Bidders or their authorized representative who choose to attend.

The summary of various activities with regard to this invitation of bids are listed below:

|   |  |   |
|---|--|---|
| 1 | Date of Commencement of Sale of Tender Document  | 13 <sup>th</sup> October 2008                   |
| 2 | Last Date & Time for Purchase of Tender Document | 30 <sup>th</sup> October 2008                   |
| 3 | Last Date & Time for Submission of Proposals     | Till 3.00 p.m. on 4 <sup>th</sup> November 2008 |

|   |  |  |
|---|--|--|
| 4 | Date & Time for Opening of Technical Proposals | 4.30 p.m. on 4 <sup>th</sup> November 2008   |
| 5 | Earnest Money Deposit                          | Rs. 20,000 in the form of demand draft in favour of Director, Urban Administration & Development, Chhattisgarh |

Separate Proposals need to be submitted in case a bidder firm opts to bid for more than one Group of ULBs. Each separate proposal must carry its Earnest Money Deposit and must be submitted in separate envelopes.

(Note: The Earnest Money Deposit earlier with the proposals submitted to Directorate on 5 September 2008 for appointment of field level Chartered Accountants shall be refunded to the bidders)

## **Section B: Information to Bidders**

### **B.1 Submission of Proposal**

The eligible bidders should submit their proposals in the prescribed format given in **Section D - Technical Proposal Format & Content, and Section E- Financial Proposal Format & Content**. Three copies of Technical Proposal are to be submitted. Each copy being physically separated, bound, sealed and labeled as "Technical Proposal" and marked 'Original' or 'Copy' as appropriate and the name of Group of ULBs for which Proposal is being submitted. If there are any discrepancy in the original and copies, original shall govern. The bidder is also required to submit the electronic file of technical proposal on a CD.

The original and 2 copies of Technical Proposal and the electronic file of technical proposal on the CD shall be placed in a sealed envelope clearly marked 'Technical Proposal'. The Earnest Money Deposit (in the form of Demand Draft) shall be put in the same envelope containing the Technical Proposal. Earnest Money Deposit shall not carry any interest. The Financial Proposal shall be placed in a separate envelope clearly marked 'Financial Proposal'. Both these envelopes shall be placed in an outer envelope and sealed. This outer envelope shall bear the submission address, name of bidder and clearly marked for appointment of Field Level Chartered Accountants for Implementation of Double Entry Accounting System on Accrual basis in all Urban Local Bodies in Chhattisgarh and the name of Group to which this proposal pertains.

The proposal should reach the office of Directorate of Urban Administration and Development, Government of Chhattisgarh, RDA Building, Bajarang Complex, Raipur 490011, Chhattisgarh. The last date and time for submission of Proposals is given in Section A Tender Notice. However, Directorate may at its discretion extend the said deadline for

submission of the applications by amending this Tender Document. Any proposal received late i.e. after the stipulated deadline, will be rejected.

## **B.2 Validity of Proposals**

Technical Proposal and Financial Proposal shall remain valid for 180 days from the date stipulated for submission of proposal. A proposal valid for a shorter period shall be rejected by Directorate as non-responsive. In exceptional circumstances, Directorate may solicit the Bidders' consent to an extension of the period of validity. The request and response thereto shall be made in writing.

## **B.3 Payment to Field level Chartered Accountants**

Payment to Field level Chartered Accountants shall be made by Director, Urban Administration & Development, Chhattisgarh

## **B.4 Cost of Bidding**

The prospective bidders shall bear all the costs associated with the preparation and submission of their respective proposals, negotiating the contract, visits to Directorate and of presentations made to Directorate (if any) and Directorate in no case, will be responsible or liable for these costs, regardless of conduct or outcome of the bidding process. **Please note that** these costs are not reimbursable to the bidders.

## **B.5 Examination of Tender Document**

The prospective bidders are expected to examine all instructions, forms, terms and specifications in the Tender Document. Failure to furnish all information required by the Tender Document or submission of a Proposal not substantially responsive to the Tender Document in every respect will be at the Bidder's risk and may result in rejection of the bid.

### **B.6 Clarification of Tender Document**

A prospective Bidder requiring any clarification of the Tender documents may notify Directorate in writing at the address indicated in Section A Tender Notice atleast twelve days before the submission of proposals. Directorate will respond in writing or through email to any request for the clarification of any clause in Tender Document. In the event of any clarification given and issued in writing (or through email) by Directorate, it shall form the part of the Tender document.

### **B.7 Amendment of Tender Document**

At any time prior to the deadline for submission of bids, Directorate may, for any reason, whether on its own initiative or in response to the clarification requested by a prospective Bidder, modify, change, incorporate or delete certain conditions in the Tender Document. These amendments shall be posted on the website of Chhattisgarh Government and these amendment will be binding on all bidders. In order to allow prospective Bidders reasonable time to take into consideration the amendments while preparing their bids, Directorate at its discretion may extend the deadline for the submission of bids.

### **B.8 Language of Proposal**

The proposal prepared by the Bidder, as well as all the correspondence and documents relating to the Proposal exchanged by the Bidder and Directorate shall be in **English only**. Any communication from any Bidder in a language other than English shall not be entertained.

### **B.9 Proposal Currency**

Prices shall be quoted in Indian Rupees only.

### **B.10 Clarification of Proposals**

During evaluation of proposals, Directorate may at its discretion, ask the Bidder for clarification of its proposal. No response or inadequate response to clarifications asked for shall lead to disqualification of bidder.

### **B.11 Contacting Directorate**

No Bidder shall contact Directorate on any matter relating to its proposal, from time of opening of technical proposal to the time the contract is awarded. If the bidder wishes to bring additional information to the notice of the Directorate, he should do so in writing. Directorate reserves the right as to whether such additional information should be considered or otherwise. Any effort by a Bidder to influence Directorate in its decision on proposal evaluation, proposal comparison or contract award may result in disqualification of the Bidder's bid and also forfeiture of his earnest money deposit.

### **B.12 Directorate's Right to Accept / Reject Any or All Bids**

Directorate reserves the right to accept or reject any proposal, or to annul the bidding process and reject all proposals at any time prior to the award of Contract, 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 Directorate's action.

### **B.13 Association with Individual Consultants**

The bidders may associate individual consultants for specialized work, if required and a copy of the agreement to the effect defining the scope of work etc. should be submitted alongwith the application.

#### **B.14 Penalty Clause**

The contract to be executed between Directorate and the selected bidder will contain penalty clauses for delay in the implementation schedule to be given with technical proposal as well as failure to comply with the provision of required services during the post-approval phase.

#### **B.15 Mode of Delivery and Address**

Proposals shall be delivered by hand or courier so as to reach the address given at Section A Tender Notice by the last date indicated for submission.

**PROPOSALS RECEIVED BY FAX OR EMAIL SHALL NOT BE ACCEPTED.**

#### **B.16 Authorized Signature**

The original and all copies of Technical Proposals and Financial Proposal must be signed by the partner in the firm or the proprietor.

#### **B.17 Negotiations**

The bidder securing highest rank after evaluation of technical and financial proposal shall be invited by registered letter, or facsimile to negotiate. If the bidder securing highest rank

- fails to provide the information required to begin negotiations in a timely manner; or
- fails to negotiate in good faith; or
- indicates they cannot perform the contract within the budgeted funds available for the project; or
- if the bidder and Directorate, after a good faith effort, simply cannot come to terms,

Directorate may terminate negotiations with the bidder securing highest rank and commence negotiations with the next highest ranked bidder.

### **B.18 Performance Security**

An amount of 5% shall be deducted from each payment as performance security which shall be refunded six months after the successful completion of entire project.

### **B.19 Inspection & Modification - Reimbursement for Unacceptable Deliverables**

The selected bidder shall be responsible for the completion of all work set out in the Tender Document, Technical Proposal and Contract. All work is subject to inspection, evaluation, and approval by the Director, Urban Administration and Development, Government of Chhattisgarh. Directorate may employ all reasonable means to ensure that the work is progressing and being performed in compliance with the contract. Should the Director determine that corrections or modifications are necessary in order to accomplish its intent, he may direct the selected bidder to make such changes. The selected bidder will not unreasonably withhold such changes.

Substantial failure of the selected bidder to perform the contract may cause Directorate to terminate the contract. In this event, Directorate shall require the selected bidder to reimburse monies paid (based on the identified portion of unacceptable work received) and shall seek charges for associated damages.

### **B.20 Evaluation of Proposals**

Directorate on the basis of technical proposals submitted by bidders shall do a preliminary screening of technical proposals of all the bidders. Thereafter a list of shortlisted bidders shall be prepared. These shortlisted bidders shall be asked to make a detailed presentation (duration 20 minutes each bidder) and clarify the doubts of Directorate. Technical Marks shall be awarded to these shortlisted bidders after their presentations. The bidders who score the technical marks above 55 shall

be informed about the date and time of opening of their financial proposals. Their representatives may attend the opening of financial proposal (after production of an authority letter from the respective bidder.) The weightage average of technical score and financial score shall be taken. The technical quality of the proposal will be given a weightage of 70% and the financial proposal shall be allocated weight of 30%.

For working out the combined score, the following formula shall be used:

Total points =  $[0.7 \times T (s)] + [0.3 \times 100 \times \text{LEC}/\text{EC}]$ , where

T (s) stands for technical score

EC stands for Evaluated Cost of the financial proposal

LEC stands for Lowest Evaluated Cost of the financial proposal

Directorate shall prepare a panel of 3 bidders who score the highest score (H1, H2, H3) for each Group of ULBs. Thereafter Directorate shall invite the bidder whose score is highest for each group for negotiations. If Directorate feels that negotiation process is not producing any result Directorate shall invite the other two bidders also (whose score are H2 and H3).

### **B.21 Technical Proposal Evaluation Criteria**

|   |  |          |
|---|--|----------|
| 1 | Head Office of Bidder in Chhattisgarh                            | 5 marks  |
| 2 | Head Office of Bidder in the district to which the Group belongs | 5 marks  |
| 3 | Specific experience of the bidder relevant to the assignment     | 15 marks |
| 4 | Employee Strength of the Bidder                                  | 10 marks |
| 5 | Financial Standing of the Bidder                                 | 5 marks  |
| 6 | Computer Hardware available with the Bidder in Chhattisgarh      | 15 marks |
| 7 | Team Leader proposed by Bidder                                   | 15 marks |

|   |  |          |
|---|--|----------|
| 8 | Accounting Expert proposed by Bidder                     | 15 marks |
| 9 | Capacity Building cum Training Expert proposed by Bidder | 15 marks |

In case the bidder wishes to submit proposals after the formation of consortium, only the consortium of Chartered Accountants firm is allowed. No non-CA firm/ entity can be the part of consortium submitting the proposal (either directly or indirectly). A Memorandum of Understanding among all the consortium partners needs to be entered specifying which firm is Consortium Leader and this document is to be submitted with technical proposal. For evaluation purpose, marks shall be given to Consortium Leader only for parameters 1 to 6 above. Experts can be from any firm. Moreover one firm can be the part of one consortium only. Firms can not enter different consortiums for different groups.

#### **B.22 Commencement of Services**

The selected bidders shall commence performance of services with in one week from the date of signing of agreement.

#### **B.23 Suspension of Services**

The Directorate of Urban Administration and Development, Government of Chhattisgarh may by written notice of suspension to the selected bidder, suspend all payments to selected bidder, if the selected bidder fail to perform their obligations in this project.

#### **B.24 Liquidated Damages**

Time schedule shall be the essence of the agreement. If the selected Bidder fails to complete the work within the time prescribed, the selected Bidder shall pay to the Director, Urban Administration & Development, Chhattisgarh the sum equal to 1% (one percent) of the fee of that phase for delays per week as liquidated damages provided that the entire

amount of liquidated damages shall not exceed 10% (ten percent) of total fee.

Director, Urban Administration & Development, Chhattisgarh without prejudice to any other method of recovery, shall deduct the amount of such damages from any amount due or which may become due to the selected Bidder. The payment or deduction of such damages shall not relieve the selected Bidder from his obligations to complete his services or from any other liability under the agreement.

If any work is not completed within the stipulated time as per agreement then the Director, Urban Administration & Development, Chhattisgarh shall have an option to get the services of the other agencies to complete the work and the extra expenditure if any incurred by shall be recovered from the selected Bidder.

## **B.25 Arbitration**

**The following clause titling 'Arbitration' shall be a part of the agreement to be entered in to with the respective selective bidders for each group**

In the event of any dispute or difference arises between the parties relating to the consultancy, meaning or effect of the Agreement or any other clause or in respect of the rights and liabilities of the parties or other matters specified therein or with reference to anything arising out of or incidental to this Agreement or otherwise in relation to the terms, whether during the continuance of this Agreement or thereafter, such disputes or differences shall be endeavored to be solved by mutual negotiations.

If however such negotiations are in fructuous, they shall be decided by arbitration under The Indian Arbitration and Conciliation Act, 1996 and the award made in pursuance thereof shall be final and binding on the

parties. The venue of arbitration shall be Raipur and subject to the above, the Civil Courts in Raipur shall have exclusive jurisdiction in this matter.

Any reference to arbitration shall not relieve either Party from the due performance of its obligations under the Agreement. However, if the nature of disputed matter under arbitration so necessitates, either party may suspend further performance till the arbitration award is declared. The period of non-performance under these circumstances will be added to the contracted period of completion, without payment of compensation for such delay.

The Cost and expenses of the arbitration proceedings would be borne by losing party.

#### **B.26 Foreclosure**

If the Director, Urban Administration & Development, Chhattisgarh does not desire that the professional services are required beyond certain stage, the work assigned to the selected bidder shall be withdrawn after giving him reasonable notice (not less than thirty (30) days) for foreclosure/ termination of the engagement.

Upon foreclosure of this contract, the selected bidder in each group of Urban Local Body shall take necessary steps to bring the work to a close in a prompt orderly manner and shall hand over all the documents / reports prepared by the Selected Bidder upto and including the date of termination to the Director, Urban Administration & Development, Chhattisgarh.

The selected Bidder shall be duly paid the professional fees for the works carried out and services rendered till the date of foreclosure, proportionately or based on the completion of work, whichever is higher

and shall also be reimbursed for reasonable demobilization expenses, if the contract is foreclosed.

**B.27 Escalation**

No escalation charges or additional amount whatsoever shall be paid to the selected bidders.

**B.28 Supervision of Field Level Chartered Accountants by Nodal Firm appointed by Director, Urban Administration & Development, Chhattisgarh**

The Nodal Firm shall supervise, provide training and manage the field level Chartered Accountants to achieve the desired outcomes of the project.

**B.29 Penalty on Municipal Commissioner/ Chief Municipal Officer and the designated personnel**

In case the Municipal Commissioner/ Chief Municipal Officer and the designated personnel in each Urban Local Body for the project do not provide the requisite information, data and details required for the project to the concerned Field Level Chartered Accountants firm, the Director, Urban Administration & Development, Chhattisgarh shall levy a penalty on the concerned Municipal Commissioner/ Chief Municipal Officer and the designated personnel for each day delay in provision of such information, data and details.

## **Section C: Scope of Work**

### **C.1 Background**

All the Urban Local Bodies in Chhattisgarh are migrating from the Cash based Single Entry Accounting System to Accrual based Double Entry Accounting System in accordance with the rules and regulations framed by The Government of Chhattisgarh and the Ministry of Urban Development, Government of India. The intention of Ministry of Urban Development, Government of Chhattisgarh is real implementation of the Double Entry Accounting System on accrual basis in all Urban Local Bodies in Chhattisgarh and develop capacity in finance and accounts personnel and personnel of other departments in ULBs so that they can run double entry accounting system at their own with out any external support after the completion of this project.

Directorate of Urban Administration & Development, Government of Chhattisgarh envisaged to implement the accrual based double entry accounting system in all the Urban Local Bodies in Chhattisgarh as well as in the Directorate and Technical Cell, Office of Joint Directors and Technical Cell, SUDA and DUDA placed at District Headquarter. For this purpose the Directorate has procured the services of Ernst & Young Private Limited as the Nodal Firm to assist the Nodal Agency (i.e. Directorate of Urban Administration & Development).

The Urban Administration and Development Department of Government of Chhattisgarh (UAD) is the administrative department of the Directorate of UAD, the Technical Cell, the SUDA and DUDAs and the Urban Local Bodies of the State. The Directorate receives and operates the budget grants of UAD from the consolidated funds of the State. The Director is the administrative head of department of the Municipal Councils and Nagar Panchayats. The Technical Cell functions under the Director UAD.

The SUDA is a society registered under the Chhattisgarh Societies Act, 1973 and is the State Level Nodal Agency for the implementation of Centrally Sponsored and State Sponsored Schemes and programmes of Urban Development and Poverty Alleviation. Hon'ble Minister of UAD is ex-officio Chairman and the Secretary, UAD is the ex-officio Vice Chairman of the SUDA. The DUDAs are the District Level Nodal Agencies to implement the Schemes and programmes entrusted to them by the SUDA, in the district through the Urban Local Bodies. DUDAs are also the societies. The District Collector is ex-officio Chairman of the DUDA of the District. A full time/part time Project Officer is posted in DUDA.

There are 10 Municipal Corporations, 28 Municipal Councils and 73 Nagar Panchayats in the State of Chhattisgarh in 18 Districts of the State. The Municipal Corporations of the State function under the Chhattisgarh Municipal Corporation Act, 1956 while the Municipal Councils and the Nagar Panchayats function under the Chhattisgarh Municipalities Act, 1961.

Elected bodies in all the ULBs of the State are in place. All the functions enlisted in the Schedule 12 of the 74th Constitutional Amendment Act, are being generally followed by the ULBs except that the implementation of integrated water supply scheme is done by the Public Health Engineering Department of Government of Chhattisgarh as deposit works. The operation, maintenance and collection of user charges is done by the ULB. The Town Planning is done by the Directorate of Town and Country Planning functioning under the Housing and Environment Department of Government of Chhattisgarh. The ULBs run schools, a few of them have hospitals/dispensaries.

The Directorate, SUDA, DUDAs and Urban Local Bodies (ULBs) in Chhattisgarh viz, Municipal Corporations, Municipal Councils and Nagar Panchayats are maintaining their accounts on a single entry cash based accounting system.

## **C.2 Total Project Duration is 24 months**

### **C.3 Experts needed:**

- 1** Team Leader
- 2** Accounting Specialist
- 3** Capacity Building cum Training Expert

### **C.4 The Scope of Work is as follows:**

- 1.0** Preparation of Opening Balance Sheet of each respective ULB in the Group as on 1 April 2007
- 1.1** Identification, verification, listing, valuation and determination of all the fixed assets, infrastructure assets, investments, current assets, long-term liabilities, current liabilities and net worth of each Urban Local Body in the group and preparation of opening balance sheet of each Urban Local Body as on 1<sup>st</sup> April 2007. Some records and registers which will be required for deriving the opening balances may not be updated by the ULB. The Field Level Chartered Accountants shall provide technical assistance to the ULBs in preparation, updating and verifying these records so that they can be used as accurate figures for opening balance. These may include records of Demand Collection and Balance, Register of Deposits, Register of Advances etc.
- 1.2** The Opening Balance Sheet is to be supported by the Fixed Assets Register, Investment Register and Liabilities Register in the format to be provided by Directorate to the selected bidders. The selected bidders shall prepare these registers.
- 2.0** Implementation of Double Entry Accounting System on accrual basis
- 2.1** Data feeding of transactions of Urban Local Bodies for financial year 2007-08 in double entry accounting system. Field Level Chartered Accountant will ensure that the Fixed Assets Register

and Capital Work in Progress Register for the transition year 2007-08 are updated. All these activities shall be carried out by the Field Level Chartered Accountant in the premises of the respective Urban Local Body and in the presence of accounts and finance personnel of the respective Urban Local Body. The objective is that finance and accounts personnel of Urban Local Bodies develop the capacity and capability to run the double entry accounting system on accrual basis at their own.

- 2.2 Generation of financial statements of the financial year 2007-08 along with all the schedules and sub-schedule. This activity shall be carried out by the Field Level Chartered Accountant in the premises of the respective Urban Local Body and in the presence of accounts and finance personnel of the respective Urban Local Body. The objective is that finance and accounts personnel of Urban Local Bodies develop the capacity and capability to generate the financial statements in the double entry accounting system on accrual basis at their own.
- 2.3 Supervising the finance and accounts personnel of Urban Local Bodies in feeding the data in double entry accounting system on accrual basis for financial year 2008-09. This shall be the responsibility of the Field Level Chartered Accountants that finance and accounts personnel actually feed the data in double entry accounting system on accrual basis and the activity completes on time.
- 2.4 Supervising the finance and accounts personnel of Urban Local Bodies in generation of financial statements of the financial year 2008-09 along with all the schedules and sub-schedule. This shall be the responsibility of the Field Level Chartered Accountants that finance and accounts personnel actually prepare the financial statements on accrual basis for 2008-09 and the activity completes on time.

- 2.5** Supervising the finance and accounts personnel of Urban Local Bodies in feeding the data in double entry accounting system on accrual basis for financial year 2009-10. This shall be the responsibility of the Field Level Chartered Accountants that finance and accounts personnel actually feed the data in double entry accounting system on accrual basis and the activity completes on time.
- 2.6** Supervising the finance and accounts personnel of Urban Local Bodies in generation of financial statements of the financial year 2009-10 along with all the schedules and sub-schedule. This shall be the responsibility of the Field Level Chartered Accountants that finance and accounts personnel actually prepare the financial statements on accrual basis for 2009-10 and the activity completes on time.
- 3.0** Training of Urban Local Bodies Personnel
- 3.1** Class-room training and on the job training of finance and accounts personnel of Urban Local Bodies. One training program of two full days duration shall be organized every month for each Municipal Corporation and one training program of two full days duration shall be organized every month for all Municipal Councils and Nagar Panchayats in the group at a centralized Urban Local Body in that group. These training sessions shall be organized for 7 months. These training shall cover the concepts of accrual accounting, journal, ledger, trial balance, financial statements, cash flow statements, accounting standards, Bank Reconciliations, budgeting, use and understanding of financial statements etc
- 3.2** Training of finance and accounts personnel of all Urban Local Bodies in the Group on 'how to scrutinize the accounts in new system'. One training program of two full days duration shall be organized for each Municipal Corporation and one training program of two full days duration shall be organized for all Municipal

Councils and Nagar Panchayats in the group at a centralized Urban Local Body in that group. This training programme shall be conducted on three occasions - one before start of preparation of financial statements for financial year 2007-08, two before start of preparation of financial statements for financial year 2008-09 and three before start of preparation of financial statements for financial year 2009-10.

- 3.3** Training of finance and accounts personnel of all Urban Local Bodies in the Group for preparation of financial statements. (One training program of five full days duration shall be organized for each Municipal Corporation and one training program of five full days duration shall be organized for all Municipal Councils and Nagar Panchayats in the group at a centralized Urban Local Body in that group. This training programme shall be conducted on three occasions - one during preparation of financial statements for financial year 2007-08, two during preparation of financial statements for financial year 2008-09 and three during preparation of financial statements for financial year 2009-10.
- 4.0** Assistance to ULBs' personnel in Budget preparation for the financial year 2009-10 and 2010-11 in new budget formats. Assistance to ULBs' personnel in identifying and mapping current account heads to the new Chart of Accounts structure, developing a rational basis for making budgetary estimates and detailing all aspects of the budget with detailed worksheet and calculations.
- 5.0** Bank reconciliations of Urban Local Bodies for the financial years 2007-08, 2008-09 and 2009-10.
- 6.0** Completion of arrears of accounts of District Urban Developments Authorities (in the Groups where DUDA is included). (The bidders need to contact the concerned DUDA officials to enquire about the backlog of the work)

**C.5 Deliverables are:**

- 1** Opening Balance Sheet as on 1 April 2007 of each Urban Local Body in the Group along with Fixed Assets Register, Investment Register and Liabilities Register supporting opening Balances. (with in 3 months of the start of assignment)
- 2** Financial Statements comprising Income and Expenditure Account for the year ending 31 March 2008, Receipts & Payments Account for the year ending 31 March 2008, Balance Sheet as on 31 March 2008 and Cash Flow Statement for the year ending 31 March 2008 comprising all Schedules and sub-schedules of each Urban Local Body in the Group. (with in 7 months of the start of assignment)
- 3** Financial Statements comprising Income and Expenditure Account for the year ending 31 March 2009, Receipts & Payments Account for the year ending 31 March 2009, Balance Sheet as on 31 March 2009 and Cash Flow Statement for the year ending 31 March 2009 comprising all Schedules and sub-schedules of each Urban Local Body in the Group. (with in 17 months of the start of assignment)
- 4** Financial Statements comprising Income and Expenditure Account for the year ending 31 March 2010, Receipts & Payments Account for the year ending 31 March 2010, Balance Sheet as on 31 March 2010 and Cash Flow Statement for the year ending 31 March 2010 comprising all Schedules and sub-schedules of each Urban Local Body in the Group. (with in 24 months of the start of assignment)
- 5** Budgets for the financial years 2009-10 and 2010-11.
- 6** Bank Reconciliations for the years 2007-08, 2008-09 and 2009-10.

### **C.6 Payment Schedule:**

1. 40% - On submission of financial statements for financial year 2007-08
2. 30% - On submission of financial statements for financial year 2008-09
3. 25% - On submission of financial statements for financial year 2009-10
4. 5% - On production of Work Completion Certificate by Urban Local Bodies in the group

### **C.7 Methodology for executing the assignment**

For the purpose of this project, a steering group being called 'Accounting Reform Project Steering Group' in each Urban Local Body has been constituted.

In case of Municipal Corporations, this Steering Group comprises of Municipal Commissioner (as Head of Steering Group of that particular Municipal Corporation), Head of Finance Department (i.e. Accounts Officer), Head of Engineering Department and Revenue Officer. This group shall report to Director, Urban Administration & Development, Government of Chhattisgarh. In case of Municipal Councils and Nagar Panchayats, the Steering Group will comprise of Chief Municipal Officer (as Head of Steering Group of that particular Local Body), Head of Finance Department (or the Accountant), Head of Engineering Department and Revenue Officer.

This group shall report to Director, Urban Administration & Development, Government of Chhattisgarh. The Field Level Chartered Accountant shall work with this 'Accounting Reform Project Steering Group' in each ULB in the Group. Field Level Chartered Accountants shall send the monthly progress report to the Director, Urban Administration & Development, Government of Chhattisgarh. This progress report will be a summarized

version of the activities undertaken by the Field Level Chartered Accountants during the month. The monthly trial balances, for each ULB in the Group, generated in double entry accounting system on accrual basis shall be attached to this Progress Report. At regular intervals, Progress Review Meetings shall be called in Raipur in Directorate's office. The Team Leader shall be attending those meetings on behalf of the firm. Some of the meetings shall also be attended by the Head of Finance Department of Urban Local Bodies. At the start of the assignment, a two day training program shall be organized for Field Level Chartered Accountants at Raipur and attending this program shall be mandatory. The field level Chartered Accountants shall bear all the lodging and boarding expenses for attending these training program and Progress Review Meetings. The scheduling and sequencing of activities to be performed in this project are given below:

**Tender Document for Appointment of Field Level Chartered Accountant in Urban Local Bodies in Chhattisgarh for Implementation of Double Entry Accounting System**

| Activity           | Months |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|--------------------|--------|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
|                    | 1      | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 1.0                | █      | █ | █ |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 1.1                | █      | █ | █ |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 1.2                | █      | █ | █ |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 2.0                | █      | █ | █ | █ | █ | █ | █ |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 2.1                | █      | █ | █ | █ | █ | █ |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 2.2                |        |   |   |   |   |   | █ |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 2.3                |        |   |   |   |   |   |   | █ | █ | █  | █  | █  | █  | █  | █  | █  | █  |    |    |    |    |    |    |    |
| 2.4                |        |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    | █  |    |    |    |    |    |    |    |
| 2.5                |        |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    | █  | █  | █  | █  | █  | █  |    |
| 2.6                |        |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    | █  | █  | █  |
| 3.0                |        |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 3.1                |        |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 3.2                |        |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 3.3                |        |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 4.0                |        |   |   |   |   | █ | █ | █ |   |    |    |    |    |    |    |    |    |    | █  | █  | █  |    |    |    |
| 5.0                |        |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 6.0                | █      | █ | █ |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|                    |        |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| <b>Deliverable</b> |        |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 1                  |        |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 2                  |        |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 3                  |        |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 4                  |        |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 5                  |        |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 6                  |        |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |

## **Section D: Technical Proposal Format & Content**

**D.1** Directorate discourages overly lengthy proposals, however, in order for Directorate to evaluate proposals fairly and completely, bidders must follow the format set out in this Tender Document and provide all information requested. To be considered, each bidder must submit a complete proposal response to this Tender Document that must, at a minimum, include the following sections and be completed and submitted in accordance with the designated section sequence and content. The proposal should provide straightforward, concise answers and descriptions of the bidder's ability and resources to meet the requirements of the Tender Document. The proposal must also give a clear description of the bidder's approach towards management of this project and any methodology to be utilized.

### **D.2 Contents of Technical Proposal**

1. Transmittal Letter
2. Bidder's Background and Qualifications
3. Individual Experts proposed by the Bidder
4. Credentials of Bidder
5. Project Organization and Staffing
6. Project Understanding
7. Methodology & Approach

### **D.3 Transmittal Letter**

Transmittal Letter is to be in the format given in Specimen 1

The transmittal letter must include the complete name and address of bidder, the name, mailing address, e-mail address and telephone number of the person Directorate should contact regarding the proposal.

The letter must confirm that the bidder will comply with all provisions in this Tender Document. The letter must be signed by a person who is authorized to bind the bidder.

#### **D.4 Bidder's Background and Qualifications**

Bidder's Background and Qualifications is to be in the format given in Specimen 2.

#### **D.5 Individual Experts proposed by the Bidder**

The Curriculum Vitae of Individual Experts being proposed for this project are to be in the format given in Specimen 3.

#### **D.6 Bidder's Credentials**

The details of assignments/ projects undertaken by the bidder in the last 10 years related to the assignment for which tender is being submitted are to be in the format given in Specimen 4:

#### **D.7 Project Organization & Staffing**

The bidder shall provide a project organization chart which identifies the proposed project team and personnel that would be assigned to this project in case the bidder is awarded this assignment. This project organization description must include an overview that describes the titles, roles, and responsibilities of all management, as well as project staff positions. An indication as to whether each individual expert proposed is a subcontractor or employee must also be included. Experience with implementing Double Entry Accounting System on accrual basis is of special interest and should be included when such experience or references exist. The bidder should indicate in this schedule which members of the proposed team will be designated as key individuals. For each member of the project team indicate the percentage of their time that will be spent at the project site in respective cities/ towns. The staffing schedule is to be in the format given in Specimen 5.

#### **D.8 Project Understanding**

The bidder shall provide a narrative explanation of their understanding of the overall objective, scope, and deliverables of this project. The narrative

should demonstrate an understanding of the primary goals for the Double Entry Accounting System implementation.

#### **D.9 Methodology & Approach**

This section should include a narrative outlining the bidder's methodology and approach to meet the requirements of this project, staff availability, and specific information concerning the normal time required to start work after a contract has been awarded. The bidder must provide comprehensive narrative statements that set out the methodology they intend to employ and illustrate how the methodology will serve to accomplish the work and meet Directorate's objectives.

## **Section E: Financial Proposal Format & Content**

The Financial Proposal is to be in the format given in Specimen 6.

**Specimen 1: Transmittal Letter**

(The printout of transmittal letter is to be taken on letter head of bidder)

Dated:

To

Director,

Directorate, Urban Administration & Development,

Government of Chhattisgarh,

Bajarang Complex, R.D.A. Building,

Raipur 492001, Chhattisgarh

**Subject: Technical Proposal for Appointment of Field Level Chartered Accountants for Implementation of Double Entry Accounting System on Accrual basis in Group (insert name of group) of Urban Local Bodies in Chhattisgarh**

Dear Sir,

This has reference to your tender notice dated \_\_\_\_\_ inviting bids for the aforesaid project. We, \_\_\_\_\_ (Name of firm) are pleased to tender our bid for the said project.

We have enclosed the following information/ documents in Envelope 1 to aid in evaluating our bid and our Financial Bid is enclosed in Envelope 2 in a separate sealed cover.

| <b>Sr.<br/>No.</b> | <b>Description/ name of document</b> | <b>Page No.</b> |
|--------------------|--------------------------------------|-----------------|
|                    |                                      |                 |

We hereby certify that all the information contained in the submittals mentioned above is true and correct to the best of our knowledge.

We hereby state that we have read and understood the terms and conditions of the bid documents and agree to abide by them. We further agree to undertake the said project/ work to the satisfaction of Director, Urban Administration & Development, Government of Chhattisgarh and as per the terms and conditions of the bid documents.

We understand that submission of this bid does not confer any right on us for selection.

We also understand that our bid stands invalid in case it is incomplete in any respect and the Director, Urban Administration & Development, Government of Chhattisgarh reserves the right to accept or reject any or all bids or annul the entire tender process without assigning any reason.

For information/ clarification Mr. (Name of Partner), address, email id, telephone number may be contacted.

We confirm that we shall comply with all provisions in the Tender Document.

Thank You,  
Regards

**Name & Seal of Authorised Signatory**

(Note: Proprietors of Proprietary firm, Partners of the Partnership firm will sign the letter)

## **Specimen 2: Bidder's Background and Qualifications**

### **Details of the Firm**

|    |   |  |
|----|---|--|
| 1. | Name of Firm  |  |
| 2. | Address of Head Office of Firm (Phone, Fax, Email id, Mobile No.)   |  |
| 3  | Firm Registration No. (as mentioned in Constitution Certificate of Firm issued by ICAI)                                       |  |
| 4  | Bidder's ownership structure (whether partnership or proprietorship)  |  |
| 5  | Date of Establishment of Firm   |  |
| 6  | Date of Formation of Partnership firm in case initially established as Proprietorship firm                                    |  |
| 7  | Whether Head Office is in Chhattisgarh  |  |
| 8  | Whether Head Office is in the district to which Group belongs   |  |
| 9  | No. of Branches of the Firm   |  |
| 10 | Address of Branches with the date of their opening  |  |
| 11 | No. of Partners   |  |
| 12 | Name of Partners in the firm along with their membership number issued by ICAI, address and year of association with the Firm |  |

**Tender Document for Appointment of Field Level Chartered Accountant in Urban Local Bodies in Chhattisgarh for Implementation of Double Entry Accounting System**

|    |   |   |
|----|---|---|
| 13 | Name of full-time Partners with the Firm  |   |
| 14 | Details of Partners who are partner/ proprietor in other firms                                      | Name of Partner, Name of other firm, Capacity |
| 15 | No. of Chartered Accountants on the roll of the bidder  |   |
| 16 | No. of Other Paid Staff on the roll of bidder   |   |
| 17 | No. of Articles Trainees  |   |
| 18 | Website address (if there)  |   |
| 19 | No. and name of Professionals to be provided by the bidder on this project and their qualifications |   |

### **Financial Statements of Bidder**

Summary of assets and liabilities on the basis of the audited financial statements for the last three financial years (ending March 31, 2008)

Figures in Rs. Lakhs

| <b>S. No.</b> | <b>Description</b>       | <b>2005 - 2006</b> | <b>2006 - 2007</b> | <b>2007 - 2008</b> |
|---------------|--------------------------|--------------------|--------------------|--------------------|
| 1             | Total Assets             |                    |                    |                    |
| 2             | Total Liabilities        |                    |                    |                    |
| 3             | Net Worth                |                    |                    |                    |
| 4             | Annual Turnover          |                    |                    |                    |
| 5             | Total Expenditure        |                    |                    |                    |
| 6             | Depreciation             |                    |                    |                    |
| 7             | Profit before Taxes      |                    |                    |                    |
| 8             | Profit after Taxes (PAT) |                    |                    |                    |

**Note:**

1. Attach copies of audited financial statements of the last three financial years
2. Attach photocopies of Income Tax Return of the firm for last 3 financial years

**List of Computer Hardware Available**

Name of Office \_\_\_\_\_ (Head Office/ Branch Office)

| <b>Sr. No.</b> | <b>MACHINE</b> | <b>NO.</b> |
|----------------|----------------|------------|
| 1              | Desktops       |            |
| 2              | Laptops        |            |
| 3              | Printers       |            |
| 4              | Fax            |            |
| 5              | Zerox          |            |

The bidders are required to submit along with technical bid the copy of Constitution Certificate as on 1 January 2008 issued by The Institute of Chartered Accountants of India. Any changes made in the constitution of the firm post 1 January 2008 is to be separately described and Copy of Form 18 submitted (if done) to ICAI from 1 January 2008 till the date of submission of Proposal are to be attached to the Technical Proposals.

### **Specimen 3: Curriculum Vitae of Individual Experts Proposed by Bidder**

**1. Proposed Position:**

[For each position of key professional separate form (specimen 3) will be prepared]

**2. Permanent Address:**

**3. Name of Staff:**

[Insert full name]:

**4. Date of Birth:**

**5. Whether Partner/ Proprietor/ Employee of the Bidder:**

**6. Education:**

[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:

**7. Membership of Professional Associations:**

**8. Other Training:**

**9. Countries of Work Experience:**

[List countries where staff has worked in the last ten years]:

**10. Languages [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:**

**11. Employment Record:**

[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

From [Year]:

To [Year]:

Employer:

Positions held:

**12. Detailed Tasks Assigned**

[List all tasks to be performed under this Assignment/job]

**13. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned** [Among the Assignment/jobs in which the staff has been involved, indicate the following information for those Assignment/jobs that best illustrate staff capability to handle the tasks listed under point 12.]

Name of Assignment/job or project:

Year:

Location:

Employer:

Main project features:

Positions held:

Activities performed:

**14. Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

Place:

[Signature of staff member or authorized representative of the staff]

[Full name of authorized representative]

### Specimen 4: Bidder's Credentials

|  |                               |   |
|--|-------------------------------|---|
| Project Name:  |                               | Location:   |
| Name of Client:  |                               | Professional Staff Provided by Your Firm/Entity (profiles): |
| Reference Person (Name, Address, Phone, Mobile, E-mail) who may be contacted):                     |                               | N <sup>o</sup> of Staff:                                    |
| Address:   |                               | N <sup>o</sup> of Staff-Months;<br>Duration of Assignment:  |
| Start Date (Month/Year):   | Completion Date (Month/Year): | Approx. Value (in INR):                                     |
| Name of Joint Venture/ Consortium Partners (if any)  |                               | Your Role   |
| Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed: |                               |   |
| Description of Project:  |                               |   |
| Details of Actual Services provided by your firm   |                               |   |

### **Specimen 5: Staffing Schedule**

| S.No. | Name of Staff | Staff input (in the form of a bar chart) |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    | Total Months |
|-------|---------------|--|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--------------|
|       |               | 1  | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |              |

1.

2.

3.

**Note:**

1 For Professional Staff the input should be indicated individually.

2 Months are counted from the start of the Assignment/job.

**Specimen 6: Financial Proposal Format**

(The printout of Financial Proposal shall be taken on the letterhead of the bidder)

Dated:

To

Director,

Directorate, Urban Administration & Development,

Government of Chhattisgarh,

Bajarang Complex, R.D.A. Building,

Raipur 492001, Chhattisgarh

**Subject: Financial Proposal for Appointment of Field Level Chartered Accountants for Implementation of Double Entry Accounting System on Accrual basis in Group (insert name of group) of Urban Local Bodies in Chhattisgarh**

Dear Sir,

We, the undersigned, offer to provide our services for the **Field Level Chartered Accountants for Implementation of Double Entry Accounting System on Accrual basis in Group (insert name of group) of Urban Local Bodies in Chhattisgarh** in accordance with your Request for Proposal and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures]. This amount is inclusive of the service taxes and out of pocket expenses. We hereby confirm that the financial proposal is unconditional and we acknowledge that any condition attached to financial proposal shall result in rejection of our financial proposal.

Our Financial Proposal shall be binding upon us till 180 days from the date of submission of proposal.

The breakup of our financial proposal among all the Urban Local Bodies in the Group is as follows:

| S. No. | Name of Urban Local Body | Professional Fees (INR) |
|--------|--------------------------|-------------------------|
|        |                          |                         |
|        |                          |                         |
|        |                          |                         |
|        |                          |                         |
|        |                          |                         |
|        |                          |                         |
|        |                          |                         |
|        |                          |                         |
|        |                          |                         |
|        |                          |                         |

We confirm that we shall comply with all provisions in the Tender Document.

Thank You,  
Regards

**Name & Seal of Authorised Signatory**

(Note: Proprietors of Proprietary firm, Partners of the Partnership firm will sign the letter)