

GOVT. OF MADHYA PRADESH

Standard tender document–form 'C'



Description of the work

E-tender for CA audit work of amount received and spent in BLC component under Pradhan Mantri Awas Yojana Urban, CA report and bank reconciliation sheet work AT MUNICIPAL COUNCIL SHAHPUR(MP)

(Rs.135000/-)

Cost of tender document Rs.1000/-Only

**Chief Municipal Officer
Municipal Council Shahpur**

**OFFICE OF THE MUNICIPAL COUNCIL SHAHPUR
(MP) DETAILED NOTICE INVITING TENDER**

APPENDIX 2.10

DETAILED NOTICE INVITING TENDERS

NIT No-1570-Shahpur, Date: -15.02.2025

1. INTRODUCTION:

Online tenders are invited on behalf of the Office of the Chief Municipal Officer Municipal Council SHAHPUR for the following work in Form 'C' and will be received online on the website <https://mptenders.gov.in/> as per the Key Dates in the Notice published on the above website and as mentioned below from categories govt. registration system to above of:

Name of Work: **E-tender for CA audit work of amount received and spent in BLC component under Pradhan Mantri Awas Yojana Urban, CA report and bank reconciliationsheet work AT MUNICIPAL COUNCIL SHAHPUR (MP)**

- | | |
|-----------------------------------|--------------|
| 1- Amount of Estimate Rs. | : 1,35,000/- |
| 2- Probable Amount of Contract Rs | : 1,35,000/- |
| 3- Amount of Earnest Money Rs. | : 2,700/- |
| 4- Time allowed for: | 03 Months |

**OFFICE OF THE MUNICIPAL COUNCIL,
SHAHPUR DISTT SHAHPUR**

Notice Inviting Tenders

NIT No.: 1570

Date: 15.02.2025

This is for the information of all concerned that online bids for the following Content have been invited:

S.No	Tender No.	Work	Unit	Probable Amount in	EMD in Rs.	Cost Of Tender Document in Rs.	Completion Period
1		E-tender for CA audit work of amount received and spent in BLC component under Pradhan Mantri Awas Yojana Urban, CA report and bank reconciliation sheet work AT MUNICIPAL COUNCIL SHAHPUR (MP)	1	135000/-	2700/-	1000/-	3 Months

1. Interested bidders can view the detailed NIT & Other document on website <https://mptenders.gov.in/> (Department Name: "Urban Administration & Development Department").
2. The Bid Document can be purchased only online from **19.02.2025 time 10:30 To 07.03.2025 time 17:30**
3. Amendments to NIT, if any, would be published on website only, and not in newspaper.

Chief Municipal Officer
Municipal Council
SHAHPUR (M.P.)

BIDDATASHEET		
General		
Sr.No.	Particulars	Data
1	Officeofthe	MunicipalCouncil–SHAHPUR
2	NITNo	
3	DateofNIT	NIT:-1570 DATE 15.02.2025
4	UADDTenderNo.	TENDERNO- 2025_UAD_403011_1
5	Biddocumentdownloadavailable from date & time	From:19.02.202510.30 To: 07.03.2025 17:30
6	Websitelink	https://mptenders.gov.in/nicgep/app
Section1 – NIT		
Clause reference	Particulars	Data
2	PortalFees	Online
3	Costofbiddocument	1000/-
	Costofbiddocumentpayableat	PayablethroughOnlinePayment/Debitcard/Etc.
	Costofbiddocumentinfavorof	ChiefMunicipalOfficer,MunicipalCouncil-SHAHPUR
4	Affidavitformat	Annexure-B
5	Pre-qualificationsrequired	No
	IfYes, Details	NotApplicable
6	SpecialEligibility	NO
	IfYes,details	Notapplicable
7	Keydates	AnnexureA

BidDate Sheet		
SECTION2–ITB		
ITBCLAUSE	PARTICULARS	DATA
1	Nameofthe 'Work'	E-tender for CA audit work of amount received and spent in BLC component under Pradhan Mantri Awas Yojana Urban, CA report and bank reconciliationsheetworkATMUNICIPALCOUNCIL SHAHPUR(MP)
2	Specifications	asperthe AttachedSheet
3	Procedureforparticipationine-tendering	-
	WhetherJointVentureisallowed.	No
4	Ifyes,requirementforJointVenture	Annexure-G
9	Prebidmeetingtobeheld	No
	ifyes,Date,time&Place	DateTime form..... Place
12	Envelope-Acontaining: i. Organizationdetailsasper'Annexure H' ii. CostofbidDocument iii. EMD iv. Anaffidavitdulynotarizedasper'Annexure-B'	Yes. Yes. Yes. Yes.
14	Envelope-BTechnicalProposal	No
15	Envelope-CFinancial Bid	Asper'Annexure-J'

	Materialstobeissuedbythedepartment	No
16	PeriodofValidityofBid	180Days

Bid Date Sheet

ITBCLAUSE	PARTICULARS	DATA
17	FormsofEarnestMoneyDeposit	Online payment through Debit Card/Credit Card/InternetBankingorSystemGeneratedChallan
	AccountDetailsforOnlineEMDPayment	1- Name of Account Holder - Chief Municipal Council SHAHPURDist-Sagar (MP) 2- AccountNo. _____ 3- BankName _____ 4- IFSCCode _____
	EMDvalidforaperiodof	6monthormore
	FDRmustbedrawninfavourof	ChiefMunicipalOfficer,NagarParishadShahpur
21	LetterofAcceptance(LoA)	Asper'Annexure-L'
22	AmountofPerformanceSecurity	NA
	AdditionalPerformanceSecurity,ifany	NA
	PerformanceSecurityintheformat	Asper'Annexure-M'
	PerformanceSecurityinfavorof	ChiefMunicipalOfficer,NagarParishadShahpur
	PerformanceSecurityvalidupto	ValidContractPeriodplus3 months
	Defectliability period	NA

Annexure–A

(See clause 1,7 of Section 1-NIT)

Name of work:- **E-tender for CA audit work of amount received and spent in BLC component under Pradhan Mantri Awas Yojana Urban, CA report and bank reconciliation sheet work AT MUNICIPAL COUNCIL SHAHPUR(MP)**

Critical Dates

1	Tender Publish Date	19.02.2025	10:30
2	Document Download/Sale Start Date	19.02.2025	10:30
3	Bid Submission Start Date	19.02.2025	10:30
4	Seek Clarification Start Date	NA	NA
5	Seek Clarification End Date	NA	NA
6	Pre Bid Meeting Date	NA	NA
7	Document Download/Sale End Date	07.03.2025	17:30
8	Bid Submission End Date	07.03.2025	17:35
9	Bid Opening Date	08.03.2025	17:40

Original term deposit receipt of earnest money deposit, demand draft for the cost of bid document and affidavit shall be submitted by the bidder so as to reach the office as prescribed in Bid Data Sheet, at least one calendar day before specified start time and date in key dates for opening of technical proposal as per Key dates in Bid Data Sheet.

NOTE: THE ABOVE KEY DATES ARE INDICATIVE, URBAN LOCAL BODIES SHALL CHANGE THE KEY DATES AS PER THEIR REQUIREMENTS.

|| AFFIDAVIT ||

(On Non-Judicial Stamp of Rs. 100)

I/we _____ who is/ are _____ (status in the firm/company) and competent for submission of the affidavit on behalf of M/S _____ (contractor) do solemnly affirm an oath and state that:

I/we am/are fully satisfied for the correctness of the certificates/records submitted in support of the following information in bid documents which are being submitted in response to notice inviting tender No. _____ for _____ (name of work) dated _____ issued by the _____ (name of the department).

I/we am/are fully responsible for the correctness of following self-certified information/ digitally signed documents and certificates:

1. That the self-certified information/ digitally signed document given in the bid document is fully true and authentic.
2. That:
 - a. Information regarding financial qualification and annual turnover, submitted online is correct.
 - b. Information regarding various technical qualifications, submitted online is correct.
3. No closer relative of the undersigned and our firm/company is working in the department.

OR

Following closer relatives are working in the department:

Name _____ Post _____ Present Posting _____

Signature with Seal of the Deponent (bidder)

I/ We, _____ above deponent do hereby certify that the facts mentioned in above paras 1 to 3 are correct to the best of my knowledge and belief. In the event of any information is found to be incorrect/untrue or found violated, then without giving any of any prior notice, our bid shall be liable for rejection or termination of contract, without prejudice to any other rights of remedy including the forfeiture of the bid security / performance security.

Verified today _____ (date) at _____ (place).

Verified today _____ (date) at _____ (place).

Form "C"

OFFICE OF THE MUNICIPAL COUNCIL Shahpur

DIST-Sagar (M.P.)

Tender and contract for Supply of :- E-tender for CA audit work of amount received and spent in BLC component under Pradhan Mantri Awas Yojana Urban, CA report and bank reconciliation sheet work AT MUNICIPAL COUNCIL SHAHPUR(MP)

General Rules and directions for the Guidance of Contractors.

1. All supplies proposed to be obtained by contractor will be notified in forms of invitations to tender posted in public place and signed by the Chief Municipal Officer.
The form will state the supplies to be made as well as the date for submitting and opening tenders and time allowed for carrying out the work also the amount of the earnest money to be deposited with the tender the amount of the security deposit, deposited by the successful tender and the percentages, if any to be deducted from bills. It will also state whether a refund of quarry fees, royalties duties and ground will be granted. Copies of the specification and any other documents required in connection with the work signed for purpose of identification by the Chief Municipal Office M.C. SHAHPUR during office Hours.
2. In the event the tender being submitted by firm. It must be separately by each member thereof, or in the event of the absence of any partner, it must be signed on his behalf by a person holding a power of attorney authorizing him to do so. Such power of attorney should be produced with the tender and it must disclose that the firm is duly registered under the Indian partnership Act.
3. Any person who submits tender shall fill usual printed form, stating at what rate he is willing to undertake each item of the work. Tender which propose any alteration in the work specified in the said form of invitation to tender on in the time allowed for carrying out work which contain any other conditions of any sort, will be liable to rejection. No tender shall include more than one but contractor who wish to tender for two or more works shall submit a separate tender for each. Tender shall have the name and number of the works, to which they refer written outside the envelope.
4. The Chief Municipal Office or his duly authorized assistant will open tenders in the presence of any tendering Contractor who may be present at the time and will enter the amount of the several tenders in a comparative statement in suitable form. Receipts for earnest money will be given to all tenders except those rejected and whose earnest money is refunded on the day that whose tenders are opened.
5. The Officer in charge of tenders shall have the right of rejection of all or any of the tenders.
6. The receipt of a clerk for any money paid by the contractor will not be considered as any acknowledgment or payment of the Chief Municipal Officer and the contractor shall be responsible for seeing that procedure a receipt signed by the Chief Municipal Officer or any other person duly authorized by him.

Scop of Work

- **Receipt to f Payment Account(Instalment&DPR Wise)**
- **Receipt to fInterest Earned**
- **PaymenttoBeneficiaries(Instalment&DPR Wise)**
- **PaymentofInterestto BeneficiariesorOther Accounts**
- **Amount Returned toUADD Bhopal**
- **Interest Earned Returned to UADD Bhopal**
- **Excess Amount Paid to Beneficiaries**
- **Excess Amount Paid to Beneficiaries,RecoveredbyULB**
- **Excess Amount Received from Beneficiaries,Returned to UADD Bhopal**
- **Payments Made by ULB to Non-Deserving Beneficiaries**
- **Bank Reconciliation Statement**

EligibilityCriteriaforCharteredAccountant(CA)Firms

A. Registrationand Empanelment

1. ThefirmshouldberegisteredwiththeInstituteof CharteredAccountantsof India(ICAI).
 - AcopyoftheICAIregistrationcertificate,includingtheFirmConstitutionandFirmCard,mustbe submitted.
2. ThefirmshouldbeempaneledwiththeOfficeoftheComptrollerandAuditorGeneralofIndia (C&AG).
 - Acopyofthe empanelmentletter fromC&AGshouldbe submittedwith thetechnical bid.

B. YearsofEstablishmentandPartnership

1. Thefirmmust havebeenestablished foratleast 20(Twenty)years.
2. Itmusthavebeenin continuouspartnershipfor atleast thelast10(Ten)years.

C. PANand GSTRegistration

1. The firm must possess a valid Permanent Account Number (PAN) and Goods & Services Tax (GST)registration number.
 - Copiesofboth certificates must be submitted.
 - Successfullyselected biddergetsSeparatelyGSTof tender value.

D. Experience

1. Experience in Auditing Government and Related Organizations

The firm must have substantial experience in auditing autonomous bodies, government organizations, semi-government organizations, and, in particular, local bodies under the Urban Administration and Development Department (UADD).

- Relevant work orders confirming the above-mentioned experience must be enclosed with the technical bid as proof.

E. Partners and Staff Requirements

2. The firms should have at least **seven(7)** full-time partners on the date of tender submission.
 - A certified list of partners must be provided.
3. Out of the above, at least **five(5)** partners must be Fellow Chartered Accountants (FCA).
 - A certified list of FCA partners must be provided.

F. Location

1. The firm must have its Head Office located in the state of Madhya Pradesh and a Branch Office situated in the Sagar District.
 - The firm must submit a copy of the ICAI registration certificate, along with self-certified details confirming the location of its Head Office in the state of Madhya Pradesh and its Branch Office in the Sagar District.

G. Financial Turnover

1. The firm's average annual turnover for the last three financial years (2021-22, 2022-23, and 2023-24) should exceed **Rs. 35 Lakhs**.
 - Self-certified and audited financial statements for these years must be furnished.

H. Black listing and Disciplinary Record

1. The firm must provide a self-certified certificate confirming:
 - It has not been blacklisted or barred by any Autonomous Body, PSU, Institute of Higher Education, Government Body, or any Court of Law.
 - No disciplinary action has been taken against its partners in the past, and no disciplinary inquiry is pending with ICAI.

I. DISA Certification

1. At least one partner of the firm must have completed the **DISA (Diploma in Information System Audit)** certificate course conducted by ICAI.

J. Additional Certifications (Preferred)

1. Firms with at least one partner holding a certificate in **Public Finance & Government Accounting** conducted by ICAI will be given preference.
2. Firms holding a valid **Peer Review Certificate** will also be given preference.

Note-This is a brief description of the tender. More information in this regard can be obtained from the concerned branch of the body during office hours.

**CHIEF MUNICIPAL OFFICER
MUNICIPAL COUNCIL SHAHPUR**