

**M.P. State Minor Forest Produce (T&D) Co-Operative Federation Ltd, Bhopal
Van Bhawan, Link Road, Bhopal**

Appointment of Chartered Accountant Firm for reconciliation of Accounts of the federation.

SUMMARY

1.	Project	Engagement of Chartered Accountant Firm for 2024-2025 & 2025-2026
2.	Contact Person	Shri Sanjay Maurya, MP MFP (T&D) Federation, Bhopal 0755-2674304
3.	Bid to be submitted	04 Gem
4.	Bidding Process	Two part: 1.Technical Bid & 2.Financial Bid
5.	Website for download and any other related information	www.mfpfederation.org
6.	Date of Commandment of Bid	05-08-2024
7.	Pre Bid Meeting	13-08-2024
8.	Date of end of Bid	27-08-2024
9.	Date of opening of technical bid	28-08-2024
10.	Date of Opening of Financial bid	03-09-2024

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Offers are invited from chartered Accountants firms for appointment for reconciliation of Accounts of the federation.

The scope of work for the assignment would be as follows: -

1. Accounts reconciliations starting from the financial year 2011-12 to financial year 2023-24.
2. Assisting in preparation of correct vouchers for the entries identified.
3. Assisting in recording of the transactions correctly including those relating to statutory dues and taxes.
4. Assisting in identification and adoption of accounting best practices for timely preparation of financial statements.
5. Preparation of Bank Reconciliation.
6. Perforation of accounting manual for e-software.

Eligibility and Terms & Conditions: -

- The firm should be a partnership firm. At least 2 partners should be fellow members of the ICAI.
- The firm must have experience in providing accounting services to the government department/organizations, and must have satisfactory performance certificate issued by them.
- At least one partner should have certification in Public Finance & Government Accounting by ICAI.
- Firm must have head office or branch office in Bhopal, Madhya Pradesh.
- The firm should not be blacklisted by any of the department/organizations.
- Offer of the firm shall be exclusive of taxes. The firm must be registered with GST and GSTIN of the firm may be indicated separately. All the bills raised by the firm must bear GSTIN of Minor Forest Federation.
- The firm shall indicate the name of the Firm, name of its bank, bank account number and its IFSC code separately for payment. A copy of cancelled cheque may also be submitted for making online payments.
- If the firm fails to provide the satisfactory performance, Minor Forest Produce Federation shall be at the liberty to terminate the contract. Notice Period.
- The tendering firm will comply with all data security, back up and confidentiality regulations of MFP Federation. Any breach of this condition will render the entire contract as null and void.

- Bids are to be submitted in two parts viz. Technical Bid and Financial Bid. Any mention of price in technical bid will disqualify the bid.
- Firms are required to submit their detailed profile.
- Applications should be addressed to M.D. M.P. Minor Forest Produce (T&D) Co-Operative Federation Ltd., Bhopal, 462003 subscribing on the envelope “ _____ till 05:00 PM.
- All papers in bid shall have index beforehand and proper paging as per index.
- The technical bid will be opened on _____. All the applicant may remain present on that day.
- Management reserves the right to accept or reject any or all the tenders or to waive any informality, minor deviation or omission or partial modification of scope without assigning any reasons whatsoever.

Pre bid Meeting

Pre bid meeting will be held on 13-08-2024, time 11.00 AM. In this meeting bidders or their representations should present. All Information about bid will be given in this meeting.