

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 MALTHONE (MP)

(Rs. 400000/-)

Cost of tender document Rs. 2000/- Only

**Chief Municipal Officer
Municipal Council Malthone**

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

APPENDIX 2.10

DETAILED NOTICE INVITING TENDERS

NIT No- 712

Malthone, Date:- 26-03-2025

1. INTRODUCTION:

Online tenders are invited on behalf of the. Office of the Chief Municipal Officer Municipal Council MALTHONE 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 reconciliation sheet work AT MUNICIPAL COUNCIL MALTHONE(MP)**

- | | |
|-----------------------------------|--------------|
| 1- Amount of Estimate Rs. | : 4,00,000/- |
| 2- Probable Amount of Contract Rs | : 4,00,000/- |
| 3- Amount of Earnest Money Rs. | : 4,000/- |
| 4- Time allowed for: 03 Months | |

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

Notice Inviting Tenders

NIT No- 712

Malthone, Date:- 26-03-2025

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 MALTHONE(MP)	1	400000/-	4000/-	2000/-	3 Months

- Interested bidders can view the detailed NIT & Other document on website <https://mptenders.gov.in/> (Department Name: "Urban Administration & Development Department").
- The Bid Document can be purchased only online from 26-03-2025 time 10:30 To 12-04-2025 time 17:30
- Amendments to NIT, if any, would be published on website only, and not in newspaper.

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

BID DATA SHEET		
General		
Sr.No.	Particulars	Data
1	Office of the	Municipal Council –MALTHONE
2	NIT No	712
3	Date of NIT	Dt: - 26-03-2025
4	UADD Tender No.	TENDER NO -
5	Bid document download available from date & time	From: 26-03-2025 10.30 To : 12-04-2025 17:30
6	Website link	https://mptenders.gov.in/nicgep/app
Section 1 – NIT		
Clause reference	Particulars	Data
2	Portal Fees	Online
3	Cost of bid document	2000/-
	Cost of bid document payable at	Payable through Online Payment/Debit card/Etc.
	Cost of bid document in favor of	Chief Municipal Officer, Municipal Council - MALTHONE
4	Affidavit format	Annexure - B
5	Pre-qualifications required	No
	If Yes, Details	Not Applicable
6	Special Eligibility	NO
	If Yes, details	Not applicable
7	Key dates	Annexure A

Bid Date Sheet		
SECTION 2 – ITB		
ITB CLAUSE	PARTICULARS	DATA
1	Name 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 MALTHONE(MP)
2	Specifications	as per the Attached Sheet
3	Procedure for participation in e-tendering	-
4	Whether Joint Venture is allowed.	No
	If yes, requirement for Joint Venture	Annexure-G
9	Pre bid meeting to be held	No
	if yes, Date, time & Place	Date Time form Place
12	Envelope-A containing : i. Organization details as per 'Annexure H' ii. Cost of bid Document iii. EMD iv. An affidavit duly notarized as per 'Annexure-B'	Yes.Yes. Yes.Yes.
14	Envelope-B Technical Proposal	No
15	Envelope-C Financial Bid	As per 'Annexure-J'

	Materials to be issued by the department	No
16	Period of Validity of Bid	180 Days

Bid Date Sheet

ITB CLAUSE	PARTICULARS	DATA
17	Forms of Earnest Money Deposit	Online payment through Debit Card/Credit Card/Internet Banking or System Generated Challan
	Account Details for Online EMD Payment	1- Name of Account Holder - Chief Municipal Council MALTHONE Dist-Sagar (MP) 2- Account No. _____ 3- Bank Name _____ 4- IFSC Code _____
	EMD valid for a period of	6 month or more
	FDR must be drawn in favour of	Chief Municipal Officer, Nagar Parishad Malthone
21	Letter of Acceptance (LoA)	As per 'Annexure-L'
22	Amount of Performance Security	5% of contract Amount,
	Additional Performance Security, if any	NA
	Performance Security in the format	As per 'Annexure-M'
	Performance Security in favor of	Chief Municipal Officer, Nagar Parishad Malthone
	Performance Security valid up to	Valid Contract Period plus 3 months
	Defect liability 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 MALTHONE(MP)**

Critical Dates

1	Tender Publish Date	26-03-2025	10:30
2	Document Download / Sale Start Date	26-03-2025	10:30
3	Bid Submission Start Date	26-03-2025	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	12-04-2025	17:30
8	Bid Submission End Date	12-04-2025	17:30
9	Bid Opening Date	14-04-2025	10:30

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 e-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 close relative of the undersigned and our firm/company is working in the department.

OR

Following close 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 _____ (dated) at _____ (place).

Form “C”
OFFICE OF THE MUNICIPAL COUNCIL
Malthone 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 MALTHONE(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. MALTHONE during office Hours.
2. In the event the tender being submitted by firm. It must be separately signed 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 the tenders are opened.
5. The Officer competent to dispose of the 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 or seeing that procedure a receipt signed by the Chief Municipal Officer or any other person duly authorized by him.

Scope of Work

- **Receipt of Payment Account (Instalment & DPR Wise)**
- **Receipt of Interest Earned**
- **Payment to Beneficiaries (Instalment & DPR Wise)**
- **Payment of Interest to Beneficiaries or Other Accounts**
- **Amount Returned to UADD Bhopal**
- **Interest Earned Returned to UADD Bhopal**
- **Excess Amount Paid to Beneficiaries**
- **Excess Amount Paid to Beneficiaries, Recovered by ULB**
- **Excess Amount Received from Beneficiaries, Returned to UADD Bhopal**
- **Payments Made by ULB to Non-Deserving Beneficiaries**
- **Bank Reconciliation Statement**

Eligibility Criteria for Chartered Accountant (CA) Firms

A. Registration and Empanelment

1. The firm should be registered with the Institute of Chartered Accountants of India (ICAI).
 - A copy of the ICAI registration certificate, including the Firm Constitution and Firm Card, must be submitted.
2. The firm should be empaneled with the Office of the Comptroller and Auditor General of India (C&AG).
 - A copy of the empanelment letter from C&AG should be submitted with the technical bid.

B. Years of Establishment and Partnership

1. The firm must have been established for at least 20 (Twenty) years.
2. It must have been in continuous partnership for at least the last 10 (Ten) years.

C. PAN and GST Registration

1. The firm must possess a valid Permanent Account Number (PAN) and Goods & Services Tax (GST) registration number.
 - Copies of both certificates must be submitted.
 - Successfully selected bidder gets Separately GST of 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).

2. Specific Experience in PMAY-Urban Audits

The firm must have specific experience in conducting audits related to the BLC (Beneficiary-Led Construction) Component of the Pradhan Mantri Awas Yojana-Urban (PMAY-U) for a minimum of two urban local bodies (ULBs). This is a mandatory requirement.

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

E. Partners and Staff Requirements

2. The firm 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. Blacklisting 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 MALTHONE**