

**“REQUEST FOR PROPOSAL
FOR
SELECTION OF CHARTERED
ACCOUNTANT FIRM FOR PREPARATION
OF BOOKS OF ACCOUNTS OF RAIPUR
MUNICIPAL CORPORATION”.**

Dated:- 24/04/2025

Raipur Municipal Corporation

White House, Azad Chowk Rd, Near Mahila Police Thana, Chottapara, Janta Colony, Raipur,

Chhattisgarh 492001

Phone 0771-2535780 Email: dc_rmc@rediffmail.com

RFP NOTICE

NIT No.7 2 /FINANCE/RMC/2025

Date: 24/04/2025

“RFP for Selection of Chartered Accountant firm For Preparation of books of Accounts, And Management Consultancy Services of Raipur Municipal Corporation.”

| System Tender No. | Name of Work | EMD | RFP Document Fee |
|-------------------|---|--------------|------------------|
| 167431 | “RFP for Selection of chartered Accountant firm for Preparation of books of Accounts, And Management Consultancy Services of Raipur Municipal Corporation.” | INR 50,000/- | INR 2,000/- |

1. RFP documents can be seen on the website <https://eproc.cgstate.gov.in> and downloaded from the said portal.
2. The RFP can be postponed or cancelled at any time due to administrative reasons and no claim shall be entertained on this account.
3. Modifications/Amendments/Corrigendum, if any shall not be advertised in the newspaper but shall be published in the departmental website only. The undersigned reserves the right to change the terms and conditions, select/reject any application without assigning any reason thereof.
4. The eligible bidder may submit their bid with the RFP document along with EMD as detailed in RFP document. The Bid must be delivered through Registered post/Speed post only on address below to reach by **16/05/2025** by 04:00 PM. No personal deliver will be entertained.

Addl. Commissioner
Raipur Municipal Corporation
Raipur Chhattisgarh

Date-Time Detail(s)

| SNo. | Nagar Nigam Stage | Contractor Stage | Start | |
|------|---------------------------|-----------------------------------|------------|-------|
| | | | Date | Time |
| 1 | Bid Start Date | | 25/04/2025 | 10:30 |
| 2 | | Bid Due Date | 16/05/2025 | 04:00 |
| 3 | | Physical Doc Submission End Dates | 16/05/2025 | 05:00 |
| 4 | Bid Open Date (Scheduled) | | 16/05/2025 | 11:00 |

**ADDL. COMMISSIONER
MUNICIPAL CORPORATION
RAIPUR (C.G.)**

Disclaimer

The information contained in this Request for Proposal document ("RFP") or subsequently provided to Bidder, whether verbally or in documentary or any other form by or on behalf of the RMC or any of its employees or advisers, is provided to Bidder on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement or an offer by the RMC to the prospective Bidder or any other person. The purpose of this RFP is to provide interested parties with information that may be useful for formulation of their Bids pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the RMC in relation to set up the **"RFP for Selection of chartered Accountant firm for Preparation of Books of Accounts and Management consultancy services of Raipur Municipal Corporation."** Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the RMC, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Bidder may be on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The RMC accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The RMC, its employees and advisers make no representation or warranty and shall have no liability to any person including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account to anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process.

The RMC also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Bidder upon the statements contained in this RFP.

The RMC may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of this RFP does not imply that the RMC is bound to select Bidder or to appoint the Selected Bidder, as the case may be, "RFP for Selection of Chartered Accountant Firm for Preparation of Books of Accounts and Management Consultancy Services of Raipur Municipal Corporation ." and the RMC reserves the right to reject all or any of the Bids without assigning any reasons whatsoever.

The Bidder shall bear all costs associated with or relating to the preparation and submission of its bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the RMC or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and the RMC shall not be liable in any manner what so ever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Selection Process.

Addl. Commissioner

Raipur Municipal Corporation

Raipur Chhattisgarh

Quick Information Data Sheet

“RFP for Selection of Selection of Chartered Accountant Firm for Preparation of Books of Accounts and Management Consultancy Services of Raipur Municipal Corporation .”

| | |
|---|---|
| Web Address to download the RFP | https://eproc.cgstate.gov.in |
| Date of Issue of RFP | 24/04/2025 |
| Last date and time of Submission of Bid online (Bid Due Date) | 16/05/2025 |
| Mode of Submission of RFP | Through speed post /registered post only. Note:- No drop box facility will be available. |
| Opening of Technical Bid | At 11.00.hours on Date 19/05/2025 |
| Date of opening of Financial Bid | To be intimated later to the technically qualified bidders. |
| Duration of services: | One Years |
| Cost of RFP Document | Rs. 2,000/- (Two Thousand Rupees Only) Demand draft in favour of Commissioner , Raipur Municipal Corporation, Raipur , payable at Raipur. |
| Earnest Money Deposit (EMD) | 50,000/- As FDR |
| Validity of EMD | 225 Days |
| Validity of proposal | 180 Days. |
| Selection Process | As per RFP. |
| Representative/Contact Person of RMC, for further information | 8349009465, 8818842631 |
| Evaluation Criteria | As per RFP |
| Address where Bidders must send proposal | Commissioner, Raipur Municipal Corporation White House, Room no 508, 4 th floor, Azad Chowk Rd, Near Mahila Police Thana, Chottapara, Raipur, Chhattisgarh 492001 |

Note:

1. This document is non-transferable and non-refundable.
2. In case a Holiday is declared on any day, the event will be held on the next working day at same time and same venue.

Assignment

Raipur Municipal Corporation intends to engage a Chartered Accountant Firm (the “CA Firm”) For ACCOUNTS, and MANAGEMENT CONSULTANCY SERVICES (“The Assignment”) for the period of 01 year. The Project duration can be extended 2 Years upon mutual consent as per the requirement of RMC.

General Instructions

As part of this endeavour, the Authority has decided to appoint **CA Firm for Accounts, And Management Consultancy Services of Raipur Municipal Corporation** as per scope of this RFP for the development of RMC. The Authority invites Request for Proposal (RFP) for qualification of interested parties (the “Applicants”) who fulfil the eligibility criteria given in ELIGIBILITY CRITERIA and interested in participating for the Project.

Applicants are required to read the contents of this document carefully and to provide required information, as per the checklist so that capabilities of the Applicants can be fully appreciated and assessed.

1. INTRODUCTION OF PROJECT

RAIPUR MUNICIPAL CORPORATION invites proposals from reputed Chartered Accountant (CA) firms for providing professional services related to accounts management, and SEBI compliance reporting on a quarterly/Half Yearly/ Yearly basis. The selected firm will be required to support our organization in financial reporting, statutory compliance, and advisory services in line with SEBI regulations.

2. ELIGIBILITY CRITERIA

The Applicant’s competence and capability is proposed to be established by the following parameters:

- a. Financial Capability in terms of Turnover (the” Turnover”); and
- b. Technical Experience of Applicant

On each of these parameters, the Applicants would be required to meet the eligible criteria as detailed in this Section. The evaluation shall be carried for both the above- mentioned parameters. Only those Applicant(s) scoring $\geq 70\%$ marks will be short listed for opening of Financial Proposal.

2.1 Minimum Eligibility Criteria

- The Applications are invited from CA Partnership and Limited Liability Partnership firms; meeting the following conditions to apply for the RFP:
- Financial Capacity:
The Applicant should have a minimum Average Annual turnover of INR 1.00 crore from services in India in of the last Three financial years (2021-22, 2022-23, 2023-24.);
- Technical Experience:
 - The Applicant must be a single entity (***any kind of consortium is not allowed***), and Company registered in India under Company Act or Partnership Firm incorporated & registered in India under Partnership Act 1932 or Limited Liability Partnership Act 2008 and should be in services for a period of not less than 5 years from Proposal Due Date (PDD) in India; and
 - The Applicant must be empaneled with Institute of Chartered Accountants of India (ICAI) for last 5 years;
 - The Applicant should be registered with the GST Authorities;
 - The Applicant should have at least 2 full time partners who are fellow member of the ICAI (as per certificate of ICAI as on PDD)
 - The Applicant firm should have at least one Partner having qualification of CISA/DISA (as on PDD).
 - The Applicant should have satisfactorily completed Accounts Management assignments of ULBS/Development Authorities/Municipal Corporations or State/Central Government or their undertakings within last 5 years preceding the PDD.
 - The Applicant firm shall have head office in Chhattisgarh.
 - Any entity which has been debarred/blacklisted by any Govt. Department/Agency from participating in any project, and the bar subsists as on the date of Proposal, would not be eligible to submit the Proposal.
 - An Applicant should have, during the last three years, neither failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicant, nor been expelled from any project or agreement nor have had any agreement terminated for breach of contract by such Applicant. An undertaking to this effect shall have to be submitted in the prescribed format.

- Team

I. Onsite Team:

The Team shall consist of the following key personnel (the “Key Personnel”) and all the personnel shall be deployed at the office of RMC:

The selected Applicant shall take approval of Curriculum Vitae of key personnel(s) from the Authority before deployment.

| S.N o. | Key Personnel | Qualification | Experience |
|---------------|----------------------|---|--|
| 1 | Team Leader (1) | <ul style="list-style-type: none"> • Chartered Accountant • Knowledge of Accounting, Finance and Taxation • Knowledge of Tally accounting packages | <ul style="list-style-type: none"> • Minimum 5 years of experience (Post attaining degree of CA from ICAI) in Accounts Management , & Financial Services Projects • Furnish at least 3 assignments with in the format at RFP FORM NO.7 |
| 2 | Assistants (06) | <ul style="list-style-type: none"> • Masters in Commerce or equivalent • Knowledge of Accounting, Knowledge of Tally accounting packages | <ul style="list-style-type: none"> • Minimum 2 years of experience in Account, Furnish at least 3 assignments in the format at RFP FORM NO. 7 |

- The Consultant shall not subcontract the work.
- Resume against the individual team member shall be submitted by the Consultant. The consultant shall deploy resources throughout the engagement period as per the original proposal submitted in the proposal except under compelling circumstances beyond the control of the consultant and concern resource. In such circumstance, the consultant shall provide substitution of the resource of equal or better qualification and experience with prior approval of the Authority.
- Any variation if detected in providing resources shall be covered Liquidated Damages and Penalties.
- Any entity which has been barred by the Central / State Government in India, or any entity controlled by them, from participating in any project, and the bar subsists as on the date of Proposal, would not be eligible to submit the Proposal.
- An Applicant should have, during the last three years, neither failed to perform on any

- Agreement, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicant, nor been expelled from any project or agreement nor have had any agreement terminated for breach of contract by such Applicant.
- While submitting a Proposal, the Applicant should attach clearly marked and referenced continuation sheets in the event that the space provided in the specified forms in the Appendices is insufficient.

❖ **Criteria for Evaluation of Bids**

• **Evaluation parameters for Qualification Stage**

- Only those Applicants who meet the eligibility criteria specified in Clauses 2.1 Minimum Eligibility criteria above shall qualify for evaluation under this Technical Evaluation . Bids of firms, who do not meet these criteria, shall be rejected.

❖ **Technical Experience Evaluation Criteria**

- **Technical Evaluation**

| S. No. | Parameter | Criteria | Max Marks | Documentary evidence to be attached with the Technical Bid |
|--------|--|---|-----------|--|
| 1. | Number of years of Applicant's Experience. | 5 Years = 5 Marks >5-10 Years = 8 Marks >10 Years = 10 Marks | 10 | Latest Firm Constitution Certificate as on PDD |
| 2. | Number of years of Applicant's functional presence in Chhattisgarh. | Head Office = 10 Marks Branch Office = 5 Marks | 10 | Latest Firm Constitution Certificates on PDD. |
| 3 | Number of Full Time FCA Partners associated with the firm for not less than 3 years from PDD and each such Partner should be a member of ICAI. | 2 -3 Partners = 1 Mark 4-5 Partners = 3 Marks More than 5 Partners =5 Marks | 05 | Latest Firm Constitution Certificates on PDD |
| 4 | Number of Full Time Partner with CISA / DISA qualification | 1 Partner = 1 Mark 2 Partners = 3 Marks 3 Partners or more =5 Marks | 05 | DISA/CISA Certificates |
| 5 | Firm with Peer Review | Peer reviewed. | 10 | Peer Review Certificate by ICAI |

| | | | | |
|--------------|---|---|------------|---|
| 6. | Average Annual Turnover of the firm for last three financial year's i.e 2021-22, 2022-23, 2023-24.) | 1 Crore= 3 Marks > 1 to 3 Crores = 5Marks > 3- 5 Crores = 8 Marks >5 Crores=10 Marks | 10 | Audited Financial Statements |
| 7. | Number of assignment(s) in the last 5 years from PDD as similar assignments of account managements of any Government undertaking/PSU/ Corporation with yearly fees not less than INR. 15 Lakh with in last 5 years. (Duration of Assignments/ Engagements with regular 6 months and above shall only be considered for evaluation) | 1 Assignment= 10 Marks > 1 to 3 Assignment = 20 Marks > 3 to 5 Assignment = 30 Marks More Than 5 Assignment = 40 Marks | 40 | Work Orders/ Agreements issued by the Department/ Companies in which fees is specifically mentioned |
| 8 | Number of assignments in last 5 years from PDD as similar assignment of any Development Authority/ULB/Municipal with yearly fees not less than INR. 15 Lakh with in last 5 years. | 01 Assignment | 10 | Work Orders/ Agreements/Completion certificate issued. (If considered in point no 07 then not eligible in point no 08) |
| Total | | | 100 | |

Applicant(s) scoring $\geq 70\%$ marks will be short listed for opening of Financial Proposal.

- a. Applicants have to provide separate credentials against the scoring criteria.
- i. The Applicants must provide the necessary information relating to Applicant Information as per Appendix-A and Technical Experience as per format at [Appendix C.](#)
- ii. The Bid must be accompanied by the Audited Annual Reports of the Applicant for financial years; 2021-22, 2022-23, 2023-24
- iii. The Applicant must establish a minimum Turnover specified in Technical Evaluation and provide details as per format at [Appendix D.](#)

b. Short-Listing of Applicants

The Applicants shall be shortlisted on the basis of eligibility criteria specified in clause 2.1 and Technical Experience Evaluation Criteria. Only those Applicants with a technical experience score of ≥ 70 shall be shortlisted for financial evaluation.

c. Bid Stage

- In the Bid Stage, Financial proposals would be opened only for those Applicants who have been shortlisted as per Technical Evaluation

❖ **Selection Criteria**

QCBS method shall be adopted for selection. Applicant with the lowest evaluated Financial Proposal (F_m) will be given the maximum financial score (S_f) of 100 points. The formula for determining the financial scores is the following: $S_f = 100 \times F_m/F$, in which S_f is the financial score, F_m is the lowest price and F is the price of the proposal under consideration.

The formula for determining the technical score is as follows: $S_t = T$, in which S_t is the technical score of the proposal under consideration.

Proposals will be ranked according to their combined technical (S_t) and financial (S_f) scores using the weights (W_t = the weight given to the Technical Proposal; W_f = the weight given to the Financial Proposal; $W_t + W_f = 1$) indicated below. The combined score (S) will be calculated as follows:
 $S = S_t \times W_t + S_f \times W_f$.

The weights given to the Technical and Financial Proposals are: $W_t = 70\%$; $W_f = 30\%$

Financial proposal is required to be furnished in the format at APPENDIX -E clearly indicating price bid both figures and words and signed by the Applicant's authorized signatory for **One Financial Year**. In the event of any difference between figures and words, the price bid indicated in words shall be taken into account.

- In the event that two or more Applicants score equal marks as per Technical Evaluation and financial evaluation (the "Tie Applicants"), the Authority shall identify the Selected Applicant with higher technical score as per Technical Evaluation. If the tie still persists, the selection shall be determined by random draw of lots between the Tie Applicants.

- After selection, a Letter of Award (the "LOA"), shall be issued, in duplicate, by the Authority to the Selected Applicant and the Selected Applicant shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof. In the event the duplicate copy of the LOA duly signed by the Selected Applicant is not received by the stipulated date, the Authority may, unless it consents to extension of time for submission thereof, appropriate

the EMD of such Applicant as mutually agreed.

Sale of RFP Document

Bid document is available at the RMC's website <https://eproc.cgstate.gov.in/>. Interested parties may download the bid documents from the website and submit their offer. Bidders submitting the bid after downloading from the website shall have to furnish the fees amounting to **INR 2,000.00/- (INR Two Thousand only)** in the form of a demand draft in favour of Commissioner, Raipur Municipal Corporation, Raipur and payable at Raipur (Chhattisgarh) along with bid documents.

Documents Constituting the Bid

The Bid prepared by the Bidder shall comprise the following components as mentioned below:

- a) Envelope A: RFP document fees and EMD
- b) Envelope B: Technical Bid
- c) Envelope C: Financial Bid

Earnest Money Deposit (EMD)

- a) The bidder shall furnish, as part of the pre-qualification, an EMD as mentioned in Quick Information Data Sheet.
- b) The EMD shall be in Indian Rupees and shall be in the form of Fix Deposit Receipt (FDR) drawn in favour of "Commissioner, Raipur Municipal Corporation, Raipur , " Payable at Raipur".
- c) Refund of EMD: EMD of all unsuccessful bidders except the ^{2nd} Lowest/Ranked bidder, would be refunded by RMC within 45 days of the bidder being notified as being unsuccessful. The EMD, for the amount mentioned above, of the successful bidder would be returned upon submission of Performance Bank Guarantee as per the format provided under annexure. The EMD of the ^{2nd} Lowest/Ranked bidder shall be returned once the agreement has been executed with the successful bidder.
- d) EMD to be submitted in the separate envelope.
- e) EMD of the selected bidder will be returned after submission of performance security and signing of Contract Agreement.
- f) The EMD shall be forfeited in the following cases:
 - a) If the Bidder withdraws its Bid during the interval between the opening of proposal and expiration of the Bid Validity Period;
 - b) If the Selected Bidder fails to provide acceptance of LOA/LOI within stipulated time;
 - c) If the Selected Bidder fails to provide the Performance Security within the stipulated time or any extension thereof provided under the contract and/or LOA/LOI by the RMC.
 - d) If the Selected Bidder fails to sign the Contract for any reason.

- e) A Bidder engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice as specified in this RFP
- f) The Bidder has made a material misrepresentation or has furnished any materially incorrect or false information.
- g) The Bidder does not provide, within the time specified by the RMC, the supplemental information sought by the RMC for evaluation of the Bid.
- h) If the Bidder refuses to accept the correction of errors in his Bid.

Validity of the Bid

The Bid shall be valid for a period of not less than 180 days from the Bid Due Date (the “BDD”).

Communications

- I. All communications including the submission of Bid should be addressed

to: Commissioner,

Raipur Municipal Corporation

White House, Near Mahila Police Thana,
Chottapara, 4th floor Room no 508, finance
Department, Raipur, Chhattisgarh 492001
Phone No. 0771- 2535780, 90
Email ID: dc_rmc@rediffmail.com

- II. The Official Website of the RMC is: <https://nagarnigamraipur.nic.in/>
- III. All communications, including the envelopes, should contain the following information, to be marked at the top in bold letters:
RFP **Notice No.167431RFP** for Selection of firms of chartered Accountants for Preparation of Books of Accounts of Raipur Municipal Corporation.”

PREPARATION AND SUBMISSION OF BID

Format and Signing of Bid

- I. The Bidder shall provide all the information sought under this RFP. The RMC would evaluate only those Bids that are received in the specified forms and complete in all respects.
- II. The Bid shall be typed or written in indelible ink and signed by the authorized signatory of the Bidder who shall initial each page in blue/black ink. All the alterations, omissions, additions, or any other amendments made to the bid shall be initialed by the authorized person(s) signing the Bid. Authorized representative (the “Authorized Representative”)
- III. as detailed below:
 - (a) by the proprietor, in case of a proprietary firm (if applicable); or
 - (b) by a partner, in case of a partnership firm and/ or a limited liability partnership; or
 - (c) by a duly authorized person holding the Power of Attorney, in case of a Limited Company or a corporation (if applicable);

Technical Bid

Applicants shall submit the technical bid in the formats at APPENDIX A,B,C & D (the "Technical Bid").

While submitting the Technical bid, the Applicant shall, in particular, ensure that:

- (A) All forms are submitted in the prescribed formats and signed by the prescribed signatories;
- (B) The bid is responsive in terms as follows: -
 - (a) The Technical Bid is received in the form specified at Annexure-I;
 - (b) It is received by the BDD including any extension as notified by RMC through Corrigendum;
 - (c) It is signed and sealed.
 - (d) It contains all the information (complete in all respects) as requested in the RFP; and
 - (f) It does not contain any condition;

Failure to comply with the requirements spelt out in the , shall make the bid liable to be rejected.

The Technical bid shall not include any information relating to the Financial Bid. If the financial Bid is included with the technical bid envelop, the bid of the concerned bidder will be rejected.

Financial Bid

Applicants shall submit the financial bid in the formats at **APPENDIX E** (the "Financial Bid"). Financial bid shall not be conditional.

Submission of Bid

The Applicants shall submit the bid with all pages numbered serially and by giving an index of submissions. In case the bid is submitted on the document downloaded from Official Website, the Bidder shall be responsible for its accuracy and correctness as per the version uploaded by the RMC and shall ensure that there are no changes caused in the content of the downloaded document. In case of any discrepancy between the downloaded or photocopied version of the RFP and the original RFP issued by the RMC, the latter shall prevail.

The bid will be sealed in an outer envelope which will bear the address of the RMC, RFP Notice number and name as indicated (RFP Notice No.167431. "Selection of Chartered Accountant Firm for Preparation of Books of Accounts of Raipur Municipal Corporation .") It should also include address of the Bidder. If the envelope is not sealed and marked as instructed above, the RMC assumes no responsibility for the misplacement or premature opening of the contents of the Bid submitted and consequent losses, if any, suffered by the Bidder.

The aforesaid outer envelope will contain three separate sealed envelopes; one clearly marked "EMD & RFP Fee", second marked "Technical Bid" and the third clearly marked "Financial Bid".

The completed Bid must be delivered on or before the specified time on BDD

(no physical submission/courier is permitted)

Bids submitted by fax, telex, telegram or e-mail shall not be entertained.

Bid Due Date

Bid should be submitted before **16/05/2025 at 04.00.PM** on the BDD specified at Quick Information Data Sheet at the address provided RFP in the manner and form as detailed in this RFP. A receipt thereof should be obtained from the person specified therein.

The RMC may, in its sole discretion, extend the BDD by issuing an Addendum/Corrigendum.

Late Submissions

Bids received by the RMC after the specified time on BDD shall not be eligible for consideration and shall be summarily rejected. In such a case, the bidder have to physically collect the documents from the RMC office, RMC will in no manner be responsible for the damage/loss of documents.

Consequence of breach

Should the selected bidder or a partner in the selected bidder firm commit breach of any of the conditions of this RFP/ LOA/Contract Agreement it shall be lawful for the Commissioner, RMC to cancel the contract and complete the assignment at the risk and cost of this bidder. RMC will also invoke the Bank Guarantee.

Assistance to the Bidders

The selected bidder shall be solely responsible to procure any material or obtain any import or other license or permit required for the fulfilment of the work order

Number of Bids: -No bidder or their Associate shall submit more than one bid. A Bidder applying individually or as an Associate shall not be entitled to submit another application either individually or as a member of any Bidder, as the case maybe.

Modification of Agreement

Modification of the terms and conditions of this Agreement, including any modification of the scope of the Services, may only be made by written agreement between the Parties. Each Party shall give due consideration to any proposals for modification made by the other Party.

EVALUATION PROCESS

Valuation of Proposal

Notwithstanding anything to the contrary contained in this RFP, RMC may, at its sole discretion, waive any minor infirmity, non-conformity or irregularity in a proposal that does not constitute a material deviation, and that does not prejudice or affect the relative position of any Bidder, provided it conforms to all the terms, conditions of the tender documents without any material deviations, objections, conditionality or reservations. A material deviation, objection, conditionality or reservation is one (i) that affects, in any substantial way, the scope, quality or performance of the contract; (ii) that limits, in any

substantial way, inconsistent with the tender documents, RMC's rights or the selected Bidder's obligations under the contract; or (iii) whose rectification would unfairly affect the competitive position of other Bidders, who are presenting eligible proposals.

The Authority shall open the Proposals at 05.00 PM on the PDD, at the place specified in RFP and in the presence of the Bidders who choose to attend.

Prior to opening of financial Proposals, the Authority will determine whether each Proposal is responsive to the requirements of the RFP. A Proposal shall be considered responsive only if:

- a) the Proposal is received in the form specified at APPENDIX -E;
- b) it is received by the PDD including any extension thereof pursuant to RFP;
- c) it is accompanied by the Power of Attorney as specified in RFP FORM NO. 4
- d) it contains all the information (complete in all respects) as requested in the RFP;
- e) it does not contain any condition or qualification; and
- f) it is not non-responsive in terms hereof
- g) The bidder qualifies the minimum qualifying marks.

The Authority reserves the right to reject any Proposal which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the Authority in respect of such Proposals.

The Authority shall subsequently examine and evaluate Proposals in accordance with the Selection Process and criteria set out in Selection Criteria in this RFP.

After finding the bid responsive, the bidders who secure the minimum technical score shall be shortlisted by the Authority and shall open the financial proposal of only shortlisted bidder. A date, time and venue will be notified to all Bidders for announcing the result of evaluation and opening of Financial Proposals. The opening of Financial Proposals shall be done in presence of respective representatives of Bidders who choose to be present. The Authority will not entertain any query or clarification from Bidders who fail to qualify at any stage of the Selection Process.

Bidders are advised that Selection shall be entirely at the discretion of the Authority. Bidders shall be deemed to have understood and agreed that the Authority shall not be required to provide any explanation or justification in respect of any aspect of the Selection Process or Selection.

Any information contained in the Proposal shall not in any way be construed as binding on the Authority, its agents, successors or assigns, but shall be binding against the Bidder if the Consultancy is subsequently awarded to it.

Confidentiality

Information relating to the examination, clarification, evaluation, and recommendation for the selection of Bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional adviser advising the Authority in relation to matters arising out of, or concerning the Selection Process. The Authority shall treat all information, submitted as part of the Proposal, in confidence and shall require all those who have access to such

material to treat the same in confidence. The Authority may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or to enforce or assert any right or privilege of the statutory entity and/or the Authority or as may be required by law or in connection with any legal process.

Clarifications

To facilitate evaluation of Proposals, the Authority may, at its sole discretion, seek clarifications from any Bidder regarding its Proposal. Such clarification(s) shall be provided within the time specified by the Authority for this purpose. Any request for clarification(s) and all clarification(s) in response thereto shall be in writing. No change in the substance of the Bid would be permitted by way of such clarifications.

If a Bidder does not provide clarifications sought within the specified time, its Proposal shall be liable to be rejected. In case the Proposal is not rejected, the Authority may proceed to evaluate the Proposal by construing the particulars requiring clarification to the best of its understanding, and the Bidder shall be barred from subsequently questioning such interpretation of the Authority.

Evaluation of Technical Bid

- a. The Technical Bids that are in substantial compliance with the eligibility criteria will be evaluated by the Evaluation Committee and may require meeting with the Bidders or presentations by the bidders on their bids, discuss the bids with each and request clarifications.
- b. Evaluation Committee & RMC shall be the deciding authority in all matters related to the evaluation process of Technical and Price/Financial Bids. The Technical Bids will be evaluated based on the submissions along with the technical bid.
- c. The firm/ consortium's Technical Bid shall be in compliance with the RFP stipulations to qualify for the opening of Price Bid.
- d. RMC may, at the time of evaluation of the Technical Bid, request for additional information from the Bidder, which the Bidder shall provide within a period of 7 days. The Bidder may also be asked to make a presentation to the Evaluation Committee on their proposal (if required)

Issuance of LOI/LOA after evaluation and approval

After completing the evaluation of Financial Bid and identifying the successful bidder, RMC shall issue a Letter of Award/Intent (LoA/LOI) to the Successful Bidder, indicating its intention for signing the Contract Agreement. Within 15 days, upon issuance of such LoA/LOI to the Successful Bidder, the Preferred Bidder will be required to submit:

- Performance Security and other documents/compliances as mentioned in the LOA/LOI.
- The Performance Security shall be furnished in the format and validity specified in the RFP

If the bidder fails furnish the Performance Security and other documents/compliances within the

stipulated period, RMC would have a right to Forfeit the Bid Security of the Preferred Bidder and issue Letter of Intent/Award to the Next Preferred Bidder after due procedures. The decision of RMC in this regard is final and binding.

Performance Security

The Bidder, by submitting its Application pursuant to this RFP, shall be deemed to have acknowledged that without prejudice to the Authority's any other right or remedy hereunder or in law or otherwise, its Performance Security shall be forfeited and appropriated by the Authority as the mutually agreed pre-estimated compensation and damages payable to the Authority for, inter alia, the time, cost and effort of the Authority in regard to the RFP, including the consideration and evaluation of the Proposal, under the following conditions:

- If an Bidder engages in any of the Prohibited Practices specified in this RFP;
- if the Bidder is found to have a Conflict of Interest as specified in; and
- if the selected Bidder commits a breach of the Agreement.

An amount equal to 3% (Three per cent) of the Agreement Value shall be deemed to be the Performance Security for the purposes of this RFP, which the agency will have to submit in the form of FDR, Bank Guarantee valid for a period of contract duration plus 3 months from the date of signing of the Agreement, which may be forfeited and appropriated in accordance with the provisions hereof. Performance Security will be returned to the agency after successful completion of entire work.

Signing of Contract Agreement

Preferred Bidder shall sign Contract Agreement with RMC within 15 days of issue of LoI/LOA, but only after furnishing of the Performance Security as stipulated above along with the other documents/compliances in the form of FDR, Bank Guarantee valid for a period of contract duration plus 3 months from the date of signing of the Agreement, which may be forfeited and appropriated in accordance with the provisions hereof. Performance Security will be returned to the agency after successful completion of entire work.

Term

The Project shall be awarded initially for a period of 1 years with escalation of 10% in each financial year and can be extended for a period of 02 Year Subject to the Performance of Selected Applicant and on mutually agreed terms at the sole discretion of the Authority.

Scope of Services

The Selected Applicant will work in tandem with the existing department staff and shall be responsible, amongst others, for the following services:

A. Finance & Accounts

A1. Preparation of Books of Accounts

1. Scrutiny of all accounts and carrying on input of accounting transactions in line with applicable Indian Standards/ Policies etc., covering but not limited to preparation of ledgers and sub-ledgers in accounting Software "Tally", ERP and other software;
2. Fund analysis and reporting.
3. Preparation and review of Invoice & Unbilled/Unearned Revenues and entry of the same and Register Preparation
4. To prepare financial statements (trial balance, balance sheet, profit and loss and schedules)
5. Preparation of Fund flow and cash flow and other financial statements
6. Preparation of party wise schedules of loan including schedule of finance charges and capitalization of interest including their classification in the Financial Statements.
7. Provision of closing liability of all ZONES's including HO should be made to ensure that expenditure pertaining to year have been provided adequately and are in line with accounting policy followed by the RAIPUR MUNICIPAL CORPORATION
8. Reconciliation of inventory list with accounts and proper accounting and disclosures in accordance with applicable standards.
9. Reconciliation of income as per form 26AS with financial accounts.
10. Preparation of schedule of FDR's / Grants (Scheme wise) and checking of interest received and accounting of accrued interest based on the certification from banks or form 26AS by traces website.
11. Provide assistance in incorporating rectification entries in TALLY so that accounts (Trail balance) will be prepared as per the trail balance generated from TALLY.
12. Verification and Reconciliation of GST A/c ledger with payments reco of clearing A/c Of rent and advertisement, reconciliation of GST TDS collected and its payment with corresponding ledgers.
13. Preparation of Fixed assets register & CWIP register and all register as per NMAM.
14. Calculation of Depreciation on fixed assets and preparation of depreciation register.
15. Providing entries for interest capitalization, additional depreciation, amortization and rectification if any required.
16. Assistance is required for getting the accounts audited from Statutory Auditors
17. Preparation of Quarterly Accounts as per format of SEBI & Scheme.
18. Preparation of Certificates as and when required for Accounts department

Timelines of Deliverables

- a. Evaluation & Submission of Financial Statement by 15th of every month
- b. Preparation of Quarterly Accounts as per format of SEBI & Scheme by 15th of next month followed by quarter and **other related Bond works as per management requirements.**
- c. Preparation & Submission of all the documents related to Statutory Audit of the financial year by 30th June the next financial year.
- d. Reconciliations

To prepare reconciliation statements for Banks, Creditors and Advances, Debtors and Advances, CWIP / Capitalization, Fixed Deposit Verification and Reporting, Accrued Interest on Fixed Deposit Calculation and entry in Tally/ Other Software in timely manner.

- e. Submission of all reconciliation statements of Banks, Creditors and Advances, Debtors and Advances, CWIP / Capitalization, Fixed Deposit Verification and Reporting, Accrued Interest on Fixed Deposit Calculation related to Statutory Audit of the financial year by 31st of May the next financial year.
- f. Lease Premium, Lease Rental and License Fees
- g. Tax Invoice preparation related to Rent and other associated services.
- h. Preparation of Reconciliation statement of Rent on information received from Zone on monthly basis.
- i. Preparation of Reconciliation statement of Advertisement and License Fees on information received from Zone on monthly basis.
- j. Monthly reconciliation statements of Lease Premium, Lease Rents and Tax Invoices shall be provided by the 6th of every month
- k. Preparation of all online data as and when required by RMC
- l. Prepare & Maintenance of Store records
- m. Prepare & Maintenance of Fixed Assets register in accordance with the prescribed guidelines under Indian regulations .
- n. Prepare & maintaining stock register (consumable and non-consumable products)
- o. System Designing for Accounts/ Controls
 - To give consultation on the above with a view that accurate timely information is available from accounts and at the same time accounts should provide checks and balances for overall control
 - To review all statutory compliances, on periodical basis and report the same to designated authorities .
 - Compliance of various Schemes of Government of India, State Government etc.
- p. To prepare compliance and action taken report regarding loan / grant taken up to present quarter.
- q. To prepare pre alert report for action need to be taken for next two consecutive quarters

Conducting the work:

1. The work shall be conducted in accordance with Rule framed under the NATIONAL MUNICIPAL ACCOUNTING MANUAL & other relevant Acts and as per the regulatory regime. Suitable monitoring shall be done by office in-charge during the work. The firm shall duly comply with the instruction of office in charge in this regard.
2. All concerned offices shall provide necessary co-ordination to the firm for conducting the work.
3. The Firm shall deploy One CA having minimum 5 years post qualification experience in preparation of Quarterly and/ or Annual Accounts of Development Authority . For the work assigned under the contract the firm should provide the details like name of candidate; their CVs and CA certificates at the beginning of the contract for professional services. The candidate provided as above shall have to normally attend the office regularly from 10.00 AM to 5:30 pm in concerned office.

4. Penalty for Manpower Deployment

| Penalty Amount | | | | | | | | | | | |
|-----------------------|-------------------|---|--------------|-----------------|-----------------------|---|----|--|---|-------|---------------------------------------|
| Sr. No. | Activities | Penalty | | | | | | | | | |
| 1. | Penalty | <p>1. Replacement of resources shall generally not be allowed. The replacement of resource by bidder will be allowed only in case, the resource leaves the organization by submitting resignation with the present employer. In case of failure to meet the standards of the client, (which includes efficiency, cooperation, discipline and performance) bidder may be asked to replace the resource without any penalty for replacement/exit. The replaced resource will be accepted by the RMC only if he/she meets the same or more on the evaluation criterion mentioned in this RFP and is found suitable to the satisfaction of the client. The outgoing resource should complete the knowledge transfer with the replaced resource as per the satisfaction of the RMC.</p> <p>2. To reduce the replacement of Key Resources, for every replacement of each Key Resource (TL) after 50% of the replacement's penalty amounting to INR 30,000/ Incidence shall be applicable. The Penalty shall not be applicable if the replacement is instructed by the RMC. For ease of understanding, consultant shall be allowed to replace upto maximum 50% of the deployed Key Resources, however on reaching the prescribed limit, for each new replacement the aforementioned penalty shall be applicable.</p> <p>3. Failing to deploy the requisite manpower in the prescribed timeline, the consultant shall be liable to pay a penalty as follows:</p> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Sr No</th> <th style="text-align: center;">Position</th> <th style="text-align: center;">Penalty Amount</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">TL</td> <td style="text-align: center;">Rs 30000/Individual/Fortnight of Delay</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">Staff</td> <td style="text-align: center;">Rs 2500/Individual/Fortnight of Delay</td> </tr> </tbody> </table> <p>4. For all resource deployed for the said contract, if any resource if proposed to be absent from the services for more than 7 consecutive days than a replacement of the said resource needs to be provided by the consultant without any additional cost. However, failing to deploy the requisite replacement, the consultant shall be liable to pay a penalty for the number of days, the said resource is absent, more than the prescribed days at the per day rate as derived from the penalty amount in Sr.no 3. The employer shall have the right to waiver such penalty if considerable ground is available for prolonged absence due to any undue incidences/emergencies.</p> <p>5. The maximum penalty during the contract period shall be 10% of the contract price. If the penalties deducted reach the prescribed value then the client shall have right to terminate the contract and forfeit the Security Deposit.</p> | Sr No | Position | Penalty Amount | 1 | TL | Rs 30000/Individual/Fortnight of Delay | 2 | Staff | Rs 2500/Individual/Fortnight of Delay |
| Sr No | Position | Penalty Amount | | | | | | | | | |
| 1 | TL | Rs 30000/Individual/Fortnight of Delay | | | | | | | | | |
| 2 | Staff | Rs 2500/Individual/Fortnight of Delay | | | | | | | | | |

Termination for Default:

1. In case the CA Firm fails to deliver the accounting services as per the scope, terms, and conditions of the contract within the stipulated time or commits any breach of the contract, the Raipur Municipal corporation shall have the right to terminate the contract, either in whole or in part, without prejudice to any other rights or remedies under the contract.

2. Forfeiture of EMD and Bank Guarantee: Upon such termination for default:

The Earnest Money Deposit (EMD) submitted by the CA Firm shall be liable to be forfeited without any prior notice.

The Raipur Municipal Corporation shall also invoke and forfeit the Performance Bank Guarantee furnished by the CA Firm, either in part or full, to recover any losses or damages suffered due to non-performance or breach of contract.

3. Consequences of Termination:

The CA Firm shall be liable for any additional costs incurred by the Raipur Municipal Corporation in procuring similar services from an alternate source.

The termination shall not absolve the CA Firm of its liability for any obligations arising prior to such termination.

4. Applicability: This clause shall override any conflicting provisions elsewhere in the contract/tender and shall be applicable notwithstanding any dispute or arbitration proceedings.

RFP Form 1: STATEMENT OF LEGAL CAPACITY

(To be forwarded on the letter head of the Bidder)

To,

Commissioner

Raipur Municipal Corporation,

Chhattisgarh, Raipur.

Dear Sir,

Sub: “Request for Proposal for “ Name of Work.”

I/We hereby confirm that we, the Bidder, satisfy the terms and conditions laid down in the RFP document.

I/We have agreed that (Insert individual's name) will act as our Authorized Representative on our behalf and has been duly authorized to submit our Proposal. Further, the authorized signatory is vested with requisite powers to furnish such proposal and all other documents, information or communication and authenticate the same.

Yours faithfully,

(Signature, name and designation of the authorized signatory) For and on behalf of.....

**Please strike out whichever is not applicable*

Note:- To be submitted in original duly signed with blue ink. Xeroxed/scanned will not be accepted and Application shall be summarily rejected.

RFP Form 2: FORMAT FOR ANTI-COLLUSION CERTIFICATE

**“Request for Proposal for “ Name of
work.” Anti-Collusion Certificate**

We hereby certify and confirm that in the preparation and submission of this RFP, we have not acted in concert or in collusion with any other Bidder or other person(s) and also not done any act, deed or thing which is or could be regarded as anti-competitive, restrictive or monopolistic trade practice.

We further confirm that we have not offered nor will offer any illegal gratification in cash or kind to any person or agency in connection with this RFP.

Dated this _____ Day of _____, 2025

Name of the Bidder

Signature of the Authorised Person

Name of the Authorized

RFP FORM NO. 3 FORMAT FOR PROJECT UNDERTAKING

To,

Commissioner,

Raipur Municipal Corporation

Chhattisgarh, Raipur.

Sub: "Request for Proposal for "Name of Work."

We have read and understood the RFP Document in respect of the captioned Assignments provided to us by RMC.

We hereby agree and undertake as under:

- (a) Notwithstanding any qualifications or conditions, whether implied or otherwise, contained in our RFP we hereby represent and confirm that our RFP is unconditional in all respects.

- (b) We are not barred by Government of India, Government of Chhattisgarh, or any state government or any of their agencies from participating in similar projects.

Dated this _____ Day of _____, 2025

Name of the Bidder

Signature of the Authorized Person

Name of the Authorized Person

RFP Form -4 Power of Attorney

(To be executed on` 100 Non Judicial Stamp Paper)

Know all men by these presents, We, _____(name of firm and address of the registered office) do hereby constitute, nominate, appoint and authorise Mr / Ms _____son/daughter/wife and presently residing at, who is presently employed with us and holding the position of***** as our true and lawful attorney (hereinafter referred to as the "Authorised Representative") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Application for RFP for "Name of Work". "proposed to be selected by RMC including but not limited to signing and submission of all applications, proposals and other documents and writings, participate in pre-bid and other conferences and providing information/ responses to RMC, representing us in all matters before RMC, signing and execution of all contracts and undertakings consequent to acceptance of our application and generally dealing with RMC in all matters in connection with or relating to or arising out of our Application and/or upon selection thereof us till the entering into of the Agreement with RMC.

AND we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorised Representative pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorised Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, _____THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS _____ DAY OF _____, 201*For

(Signature)

(Name, Title and Address)

Witnesses:

1.

RFP FORM 5 FORMAT FOR AFFIDAVIT

“Request for Proposal for “Name of Work.”

(Affidavit should be executed on a Non Judicial stamp paper of Rs 100/- or such equivalent document duly attested by Notary Public)

- 1) I, the undersigned, do hereby certify that all the statements made in the RFP and other documents incidental and in relation thereto are true and correct.
- 2) The undersigned also hereby certifies that neither our firm M/s nor any of its directors / constituent partners have abandoned any work in India and / abroad nor any contract awarded to us for such works have been terminated for reasons attributed to us, during last five years prior to the date of this application nor have been barred by any agency of Government of India (GOI) or Government of Chhattisgarh (GOCG) from participating in any projects.
- 3) The undersigned hereby authorize(s) and request(s) any bank, person, firm or corporation to furnish pertinent information deemed necessary as requested by RMC to verify this statement or regarding my (our) competence and general reputation.
- 4) The undersigned understands and agrees that further qualifying information may be requested, and agrees to furnish any such information at the request of the RMC.

Signed by an authorized officer of the firm
Designation of officer
Name of Firm
Date

RFP FORM NO. 6 DECLARATION FOR NON BLACKLISTING

To

Commissioner

Raipur Municipal Corporation,
Chhattisgarh,
Raipur.

Dear Sir,

Sub.: Undertaking on the not Black-Listed Requirement

We _____ hereby confirm that our firm/organization/company is not blacklisted by any Government organization/Central/State/PSU/ULB/Government Parasternal Bodies or its agencies for any reasons whatsoever as on date of submission of the bid for indulging in corrupt or fraudulent practices or for indulging in unfair trade practices or backing out from execution of contract after on award of work.

Sincerely yours

Name:

Designation:

Bidder Organization Name:

Date:

RFP FORM NO. 7 FORMAT OF CV OF PROFESSIONALS

| | | | | |
|--|--|--|-----------------|----------------|
| 1. | Proposed Position | | | |
| 2. | Name of Firm: | | | |
| 3. | Name of Staff: | | | |
| 4. | Date of Birth | | | |
| 5. | Nationality | | | |
| 6. | Education | | | |
| Name of Institution | | Degree(s) or Diploma(s) obtained: | Date | |
| | | | | |
| 7. | Membership in Professional Associations/ Trainings attended | | | |
| | | | | |
| 8. | Countries of Work Experience: | | | |
| | | | | |
| 9. | Languages | | | |
| Language | | Reading | Speaking | Writing |
| | | | | |
| 10. | Employment Record: | | | |
| FROM: | | | TO : | |
| EMPLOYER | | | | |
| POSITION/S HELD | | | | |
| 11. | Work Undertaken that Best Illustrates Capacity to Handle the Tasks Assigned | | | |
| Name of assignment or project: | | | | |
| Year: | | | | |
| Location: | | | | |
| Client: | | | | |
| Main project features: | | | | |
| | | | | |
| Position/s held: | | | | |
| Activities Performed: | | | | |
| | | | | |
| 12. | Certification | | | |
| <p>I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.</p> <p>Date:</p> <p>Full name of authorized representative:</p> | | | | |

1. Assignments should be related to Account Management only

RFP FORM NO. 8 SAMPLE FORM FOR LETTER OF APPOINTMENT/AWARD

LETTER OF APPOINTMENT/INTENT/AWARD

Ref:

Date:

KIND ATTN:

Sub: - Letter of Appointment/Award for “_____” in RMC.

Ref: 1) Request for Proposal (RFP) No. _____ dated _____;

2) Letter of Proposal No. _____ dated _____;

Dear Sir,

(1) RMC is pleased to inform you that your Proposal for “_____” has been accepted by State Urban Development Agency (RMC). You have been selected as the Preferred Bidder to provide, carry out and perform the services as per the scope of work given in said RFP, for the Consultancy Fees of Rs. _____/- (Rupees _____ only) subject to your fulfilment of all terms and conditions specified in the RFP document. The contract price will be inclusive of all applicable taxes, duties, statutory charges levies and any other charges excluding GST if applicable. The payment

RFP for SELECTION of CA FIRM for ACCOUNTS, & MANAGEMENT CONSULTANCY SERVICES
of RAIPUR MUNICIPAL CORPORATION

of the contract price will be as per the terms of the RFP document.

- (2) You are requested that, within 15 (Fifteen Days) days of the date of receipt of this Letter of Appointment, you shall:
- a) provide requisite Performance Security in accordance with the provisions of the General Conditions of Contract for _____./-(Rupees _____ only) being, 3% of the Contract Price in the form of an unconditional bank guarantee issued by any Nationalised/ Scheduled Bank located in India in a form indicated in the RFP document and as may be acceptable to RMC;
 - b) Provide requisite proof of insurance in accordance with the provisions of sub-clause [] of the Conditions of Contract of RFP documents; and
 - c) You are required to sign the Service Agreement, in duplicate, prepared by the Client (i.e. RMC) as per Clause of the Instruction to Bidders.
- (4) After signing of Service Agreement, a separate letter for Notice to Proceed/ Commence/Work Order will be issued for the Assignment. Meanwhile you are requested to make necessary arrangements to commence the work for the Assignment.

Please return the duplicate copy of this "Letter of Appointment", duly signed by your authorized signatory, as your acceptance of this LOA.

However, if the accepted LOA is not returned within the 7 days from the date of issuance or the requirements of LOA are not met within the prescribed timelines, then RMC retains the right to withdraw the LOA and issue the same to next preferred bidder as per the conditions of the RFP.

Yours faithfully,

Agreed and Accepted

For **RAIPUR MUNICIPAL CORPORATION**

(_____)

Authorised Signatory of

Authorised Signatory

(Company Seal)

Date: _____

(Company Seal)

Appendix A - Details of Applicant

1. Applicant Details

| S. No. | Particulars | Details |
|---------------|---|----------------|
| 1. | Name of the Firm (in Capital Letters) | |
| 2. | Constitution of Firm | |
| 3. | Address of the Head Office (incl. Tel Phone) | |
| 4. | Address of the Office in Chhattisgarh (incl. Tel Phone) | |
| 4. | PAN of the Firm | |
| 5. | GST No. | |
| 6. | ICAI Registration No. | |
| 7. | Date of constitution of the Firm | |
| 8. | Number of Full time Partners as on PDD | |
| 9. | Number of full time CA/CMA Employee as on PDD | |
| 10. | Number of Staff employed full time with Firm as a. Article/Clerks b. Other Staff | |
| 11. | Number of Branches | |
| 12. | Whether the Firm has experience in any GST Consultancy and Account Management or any other services for any Govt. agency/ Companies/Corporations etc. | |
| 13. | Whether there any court cases/arbitration/any other legal case against the Firm (If yes, please provide details in separate annexure) | |
| 14. | Contact Person (Mobile No: Email address:) | |

Signature of Applicant (Authorised Signatory)

Appendix B: Applicant Information

i. Latest Details of Full time Partners of the Firm

| S.No | Name of Partners | Membership No. | FCA/ACA | Date of joining the Firm (Full Time) | Date of becoming FCA |
|------|------------------|----------------|---------|--------------------------------------|----------------------|
| | | | | | |
| | | | | | |
| | | | | | |

ii. Latest Details of Full time Employees of the Firm

| S. No | Name | Qualification | Date of Joining as Employee |
|-------|------|---------------|-----------------------------|
| | | | |
| | | | |

Name of the Applicant

__ Signature of the Applicant

Appendix C- Format for Technical Experience

(To be filled for each service provided)

| Sl. No. | Name of the Assignment | Brief of the Service provided | Name of the Client | Whether the client was a Government undertaking/PSU/ Companies/ULB/Municipal Corporation/Development Authority | Professional Fee Charged (INR) | Year of Assignment |
|---------|------------------------|-------------------------------|--------------------|--|--------------------------------|--------------------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |

Note:

1. For above experience, the CA Firm must submit a copy of the Work orders/Agreements from the client.
2. The above Experience shall not be considered for evaluation if Work orders/ Agreements from client detailing the name of assignment, nature of work and date of start of service and/or Professional Fee is not furnished by the Applicant.
3. Professional fees of the assignments shall not be considered for evaluation if this certificate is not signed and stamped by the Statutory Auditor/CA.

This is to certify that the above information has been examined by us on the basis of relevant documents & other relevant information and the information submitted above is as per record and as per details of documents annexed herewith.

Signature and Seal of Chartered Accountant

Appendix D - Financial Capacity of the Applicant

Name of Applicant

Average Annual

turnover:

| S. No. | Year | Turnover (INR Cr) |
|--|-------------|--------------------------|
| 1 | 2021-22 | |
| 2 | 2022-23 | |
| 3 | 2023-24 | |
| Average Annual Turnover for the past 3 Financial Years (2021-22, 2022-23, 2023-24) | | |

Signature of the Authorized
Signatory Seal of the firm

This is to certify that the above information of M/s _____ has been examined by us on the basis of relevant documents & other relevant information and the information submitted above is as per record and as per details of documents annexed herewith.

Signature and
Seal of Chartered
Accountant/Statutory Auditor

Note: The Applicant shall submit Audited Annual Accounts in support of the financial data.

RFP Form-9: Financial covering letter

(Covering Letter)

(On Bidder's letter head)

To,
Commissioner
Raipur
Municipal
Corporation,
Raipur Chhattisgarh

Sub: RFP for "Selection of firms of chartered Accountants for Preparation of Books of Accounts of Raipur Municipal Corporation."

Dear Sir,

I/We,(Bidder's name) herewith enclose the Financial Bid for "Selection of firms of chartered Accountants for Preparation of Books of Accounts of Raipur Municipal Corporation."

I/We agree that this offer shall remain valid for a period of 180 days from the Bid Due Date or such further period as may be mutually agreed upon.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

Note: The Financial Bid is to be submitted strictly as per forms given in the RFP.

APPENDIX -E FINANCIAL BID

format for submission of Professional Fee Quote

To be printed on the letter head of the Firm/LLPs/ Proprietary Firm

Professional Fees for Selection of firms of chartered Accountants for Preparation of Books of Accounts of Raipur Municipal Corporation

(Amount is Rs)

| SL No | Particulars | No of Person | Rate Per Person Per Month | Total (Per Year) |
|-------------------------------|----------------|--------------|---------------------------|------------------|
| 1 | Team Leader CA | 01 | | |
| 2 | Staffs | 06 | | |
| Total (excluding GST) | | | | |
| (Amount is words.....) | | | | |

Date:

(Authorized Signatory)

Place:

Signature

Notes for Financial Bid:

1. The above mentioned price would be inclusive of all taxes (whichever is applicable) except GST. No payment will be done above the quoted price except GST if applicable.
2. Financial Bid need to be submitted separately in a sealed envelope clearly mentioning the Name of assignment for which the bid is being submitted. All payments shall be made in INR.
3. In The "Financial Bid" separate rates for Team Leader & per Staffs are required to be quoted. In case of additional staffs required to be deployed by RMC can be engaged by auditor in that quoted rate.