REQUEST FOR PROPOSAL

REQUEST FOR PROPOSAL FROM REPUTED FIRMS OF CHARTERED ACCOUNTANTS FOR:

ENGAGEMENT FOR SERIVES RELATING TO-
ACCRUAL BASED DOUBLE ENTRY ACCOUNTING (ABDEAS) AND PREPARATION OF ANNUAL FINANCIAL STATEMENTS SYSTEM IN FORMAT PRESCRIBED UNDER THE TERMS & GUIDANCE OF MPMAM/NMAM, AND OTHER RELATED WORKS FOR THE NAGAR PALIKA BALAGHAT.

NAGAR PALIKA BALAGHAT, BALAGHAT
(MADHYA PRADESH)

INDEX

Abbreviations & Definitions

➢ **CA**	• **Chartered Accountant**
➢ **ACA**	• **Associate Chartered Accountant**
➢ **FCA**	• **Fellow Chartered Accountant**
➢ **B. Com**	• **Bachelor of Commerce [from a recognized University]**
➢ **EMD**	• **Earnest Money Deposit**
➢ **TDS**	• **Tax Deduction at Source [in respect of Income Tax]**
➢ **GST TDS**	• **Tax Deduction at Source in respect of Goods and service Tax**
➢ **ULB**	• **Urban Local Body**
➢ **FAR**	• **Fixed Asset Register**
➢ **GST**	• **Goods & Service Tax**
➢ **ABDEA**	• **Accrual Based Double Entry Accounting**
➢ **ICAI**	• **Institute of Chartered Accountants of India**

1. "Agreement" means the agreement between the successful bidder and Nagar Palika Balaghat in terms of this RFP.
2. "Bidder" means a firm of Chartered Accountants recognized by ICAI who submits proposal in response to this RFP and who is eligible to do so.
3. "Committee" means a committee constituted for scrutiny of proposals leading to final selection of consultant/s.
4. "Contract" means the assignment of task to the successful bidder and execution of agreement with him/them.
5. "Government" means, according to the context, the Government of Madhya Pradesh and/or the Government of India.
6. "Personnel" means professional and support staff provided by the CA firm to perform services in terms of the Agreement, and any part thereof;
7. "Proposal" means the proposal submitted by bidders in response to the RFP issued by the Nagar Palika Balaghat and includes the financial bid and all documents submitted with the proposal.
8. "Services" means the work to be performed by the CA Firm pursuant to this RFP and any specific assignment incidental thereto.

OFFICE OF THE NAGAR PALIKA BALAGHAT, DIST - BALAGHAT

Request for Proposal

Tender No.

NIT No.4356 **Dated: 06/07/2026**

Nagar Palika Balaghat invites request for proposals from Reputed Chartered Accountant firms (Partnership/LLP) for Accrual Based Double Entry Accounting and Preparation of Annual Financial Statements, and Other related works for Nagar Palika Balaghat for the FY- 2026-27.

KEY DATES	
Purchase of Tender	**08/07/2026,**
Last date of submission of clarifications	**NA**
Last date of giving clarifications/ corrigendum	**NA**
Bid Submission Start Date	**08/07/2026**
Last date of submission of bid	**23/07/2026**
Opening of technical bid	**25/07/2026**
Opening of financial bid	**To be intimated later to technically qualified bidders**

The detailed Terms of Reference and scope of work is given in bid document. Bid document can be purchased online from website https://www.mptenders.gov.in, between **08-07-2026, 17:30** to **23-07-2026, 17:30on** payment of non- refundable amount Rs. 2,000/- (Rs. Two Thousand Only). The EMD of the said work will be Amount Rs. 16,000/- (Rs. Eight Thousand Only).

Modifications/Amendments/Corrigendum, if any shall not be advertised in the newspaper but shall be published in the departmental website www.mptenders.gov. in only. The undersigned reserve the right to change the terms and conditions, Select/Reject any application without assigning any reason thereof.

Chief Municipal Officer, Nagar Palika Balaghat, Dist Balaghat reserves the right to reject any or all proposals with or without assigning any reasons thereof.

CHIEF MUNICIPAL OFFICER,
NAGAR PALIKA BALAGHAT (M.P.)

SCOPE OF WORK:

The Scope of Work for this assignment is broadly covered in the table below:

FY-26-27 : The scope of work for FY – 2026-27 includes but is not limited to the following:

Scope of Work- FY-26-27

1. Accounting & Bookkeeping

a. Entry of all accounting transactions/vouchers in the accounting software.
b. Maintain and accurately update all books of accounts and registers on regular basis, including the following:
i. All accounting ledgers, ledgers of other taxes, user charges, fees etc.
ii. Payroll accounting, including pension, staff welfare schemes, and other staff benefits.
iii. Works ledgers including deduction and payment of statutory deductions like income tax, GST, royalty etc.;
c. Recording of all revenue collections (taxes, user charges and fees)
d. Accounting Tally Software –opening balances, generation of Financial and MIS reports, data backup and security.

2. Financial Statements & Reporting

a. Preparation of quarterly Trial Balance.
b. Preparation of Annual financial statements on accrual basis.
c. Compilation of annual budget from department wise Budget for the upcoming Financial Year FY-26-27
d. Maintain and update key financial information required to evaluate financial status and improvements in collection of taxes, user charges and other revenues.
e. Support the ULB, in monitoring the budget.

3. Bank Reconciliation & Adjustments

a. Reconciliation of bank accounts and obtaining confirmation of balances to ensure accuracy of manual and computerized books of accounts. The items in the reconciliation statements as on 31.03.2026 shall be cleared by the ULB, and would not be in the scope of the selected bidder.
b. Make adjustments in the books of accounts wherever required based on their reconciliations as mentioned above.

4. Grants & Revenue Accounting

a. Proper accounting of grants as per the covenants of each grant; identification of fixed assets created out of specific grants; preparation of utilization certificate and maintaining grant register and reconciliation.

5. Fixed Assets & CWIP Management

a. Capital Work in Progress (CWIP) - adjustments for completed and ongoing contracts, conversion to fixed assets and calculation of depreciation.
b. Review of existing fixed asset inventory records and current financial year transactions to segregate capital and revenue expenditure items for proper grouping and booking of expenses.
c. Provide guidance on updating fixed assets and inventory records and registers. Calculation and recording of depreciation on fixed assets.

6. Accrual Accounting Adjustments
a. Identification of pre-paid expenses, outstanding expenses, outstanding income and any income which is received in advance;

7. Compliance – GST
a. Advisory and Compliance services regarding GST Returns.
b. Preparation and filing of GST-TDS Returns.
c. Any other items of GST Related work.

8. Compliance – Income Tax (TDS)
a. Advisory and Compliance services regarding Income Tax-TDS.
b. Preparation and filing of TDS Returns. Issuance of Form No. 16 & 16A to deductees.
c. Any other items of TDS related work.

9. Compliance – EPF / NPS
a. Computation of EPF to be deducted from employees, Computation of NPS share of NPS contribution of the ULB, and Computation of Share of EPF contribution of the ULB,
b. Review of filing of necessary returns for EPF.

10. Systems, Policies & Controls
a. Ensure adherence to the chart of accounts, forms, accounting policies and procedures prescribed in MPMAM.
b. Suggest and implement best practices to enable live accounting with the best use of software and e-technology so that requirement to maintain manual register and books of accounts may be dispensed with to a maximum extent.

11. Capacity Building & Support
a. Provide regular handholding support and training to MC staff for implementing financial reforms and sustaining migration to ABDEAS.

12. Records & Registers
a. Maintain record of FDR/B.G. encashment/Invocation register.

13. General / Residual Scope
a. Any other task required in connection with the above scope of work.

14. Priority Task
a. The first priority of the selected bidder should be to submit the financial statements of FY-2025-26.

INFORMATION TO BIDDER

The Government of Madhya Pradesh (GOMP) has undertaken the mandatory accounting system in Urban Local Bodies (ULBs) by introducing Accrual Based Double Entry Accounting System (ABDEAS).

Madhya Pradesh Municipal Accounting Manual (MPMAM) has been prepared for improving the accounting and reporting system in Urban Local Bodies (ULBs) in Madhya Pradesh.

The Urban Development and Housing Department, vide Notification no. 27-F-4-44-2018-XVIII-I, has introduced Madhya Pradesh Nagar Palika Parishad (Accounts and Finance) Rules, 2018. These rules prescribe stipulations with respect to following matters:

1. PRELIMINARY
2. ACCOUNTING SYSTEM
3. COLLECTION OF TAXES AND FEES
4. ESTABLISHMENT EXPENSES
5. PROCUREMENT AND CONTRACT MANAGEMENT
6. FIXED ASSETS, INVESTMENT AND GRANT
7. CASH AND BANK
8. STORES
9. ADVANCE AND DEPOSIT GIVEN
10. LOANS AND BORROWINGS
11. ADVANCES AND DEPOSITS RECEIVED
12. ANNUAL FINANCIAL STATEMENTS, REPORTS AND AUDIT
13. BUDGET
14. PUBLIC- PRIVATE PARTNERSHIP
15. RESPONSIBILITIES FOR ACCOUNTS AND FINANCE FUNCTIONS
16. FORMS AND FORMATS

The ULB desires to get the accounting completed for financial year 2026-27. With this view, Nagar Palika Balaghat intends to take regular operational support of reputed firm of Chartered Accountants in this regard.

The broader objectives of the assignment are:

(1) To further strengthen accounting so as to have better financial discipline and internal controls.
(2) To get support from the selected bidder in respect of Income Tax and GST related compliances.
(3) To get technical and operational support to the Nagar Parishad to sustain ABDEAS
(4) To get timely recording of transactions and preparation of financial statements
(5) To get MIS reports ready as required by the State or Central Govt.
(6) To carry out enabling accounting work and activities under the provisions of MPMAM, The Madhya Pradesh Municipalities Act, 1961 and compliance of Madhya Pradesh Municipalities (Accounts and Finance) Rules, 2018.
(7) To get timely and technical and operational support in SAP.

Deliverables	Due Date	Contents
Annual Financial Statements (FY 2025-26) and other scope of work for 2025-26.	45 Days from issue of work order or end of the Financial Year (whichever is later)	**Financial statements along with all schedules and sub schedules. and all other related statements as per MPMAM.**
Quarter-end trial balance (FY- 2026-27) along with Bank Reconciliation statement (From Q1 i.e. April to June 2026)	30 Days from issue of work order or 31st July (whichever is Later)	**As per MPMAM**
Quarter -end trial balance (FY-2026-27) along with Bank Reconciliation statement Q2, Q3, and Q4	For Quarter 2 : 31st October For Quarter 3 : 31stJan For Quarter4 : 15th June	**As per MPMAM**
Annual Financial Statements	**Balance Sheet, Income and Expenditure Statement, Receipts and Payments Account, Bank Reconciliation Statements along with schedules, sub-schedules, annexure, and all working details, ledgers and other books of accounts, accounting policy and notes on Accounts,**	
GST / GST TDS Return Filling	by the due date of GST	**Monthly/Quarterly/half/annually return in prescribed format and further as per the norm or any other related order issued by concerning dept. from time to time.**
Income Tax TDS filling	**by the due date of income tax**	**Quarterly returns in prescribed format Preparing of tax certificates i.e. form 16 /form 16A**

Terms of Payment and Payment Schedule

Payment shall be made as per progress linked with the deliverables, as mentioned in the table below. The contract price shall be averaged out for each financial year by dividing the total contract price by the number of years of the assignment. The payment will be released on submission to and approval of the deliverables by the Nagar Palika Balaghat.

Sr. No.	Deliverable/Report	Payment % of fee
1.	Annual Financial Statements for FY-2025-26 together with other scope of work for FY-2025-26	**30%**
2.	On submission of Trial Balance and Bank reconciliation of bank accounts for the period from April to June 2026 (Q1).	**10 %**
3.	On submission of Trial Balance and Bank reconciliation of bank accounts for the period from July to Sept. 2026 (Q2).	**10%**
4.	On submission of Trial Balance and Bank reconciliation of bank accounts for the period from October to Dec. 2026 (Q3)	**10%**
5.	On submission of annual financial statements and Bank reconciliation of bank accounts for the period from Jan to March 2027 (Q4).	**40%**
Total		**100%**

Reporting and Performance Review

Reporting and Performance Review shall form an important part of this assignment. The CA Firm shall be required to adhere to the following reporting requirements during the tenure of the contract:

- ✓ The consultant during the tenure and execution of this contract shall be required at all times to work in coordination with the employees of the Nagar Parishad.
- ✓ The CA Firm shall be required to report the outcome of their activities to the Chief Municipal Officer.
- ✓ During the course of the contract there shall be regular meetings between the officials of the ULB, and the consultant to discuss and review upon the performance of the consultant at mutually agreed time intervals.
- ✓ Reports/ outputs of the CA Firm would need to summarize the areas of their findings and recommendations wherever required. Firm would need to promptly discuss any matters that come to its attention with the Head of Accounts Section of Nagar Parishad during its work.
- ✓ The reports/ output generated by the CA Firm would be the property of The Nagar Parishad.
- ✓ The CA Firm shall maintain a record of the activities being undertaken by them during the course of the contract. A summary of the work undertaken, completed and items pending shall be submitted to the Chief Municipal Officer, at periodical intervals.

Eligibility Criteria

The technical eligibility criteria for the selection of a CA firm are as under:

- Firm should be a chartered accountant firm recognized by the Institute of Chartered Accountants of India with minimum existence of 10 years as on 01.01.2026.
- Firms should have experience of working with Government/ULB (Department of State/Central Govt. PSU'S/other Government undertakings).
- Firm should have been registered with GST and should have permanent account number under Income Tax Act / Rules.
- Firm should have its head office at Madhya Pradesh as on 01.01.2026.
- Firm should have its head office or any branch office in Jabalpur Division as on 01.01.2026.
- The firm should be a Partnership Firm with at least two fulltime partners.
- Firm should have a Diploma in Information System Audit (DISA) qualified partner.
- Firm should have a Public Finance & Government Accounting qualified partner.
- The firms should have been well versed with Municipal Accounting Norms and the MPNAM. The Firm should have undertaken Municipal accounting, Budget and Taxation work for at least 7 ULB's.
- The average annual gross receipts of the CA firm of last three financial year i.e 2022 23, 2023-24 & 2024-25 should not be less than Rs. 20.00 lacs. (A CA Certificate from other CA firm will be required for this)
- Firm should have capability of Information Technology infrastructure and skilled Team Infrastructure to execute this assignment.
- Bidder must not be debarred and blacklisted by any of the government Organizations. There should not be any disciplinary proceedings initiated against the firm by ICAI / any other organization. A declaration in this regard duly notarized on Non-Judicial Stamp of Rs. 100/= is to be Only online submitted. (The Employer shall notify the successful bidder by issuing a Letter of Acceptance (LOA) that his bid has been accepted. The original copy of affidavit will have to be submitted by the successful bidder at the time of signing of the contract)

Note :- In case of firm/entity gone through merger process experience of all merged firms/entities would be considered. ICAI approval and documents would be required for all the merged firm as on 01/01/2026. Above Eligibility criteria is Minimum/Mandatory for every firm participating in the bid, failing to which participated firms will get rejected and financial bid for such firm shall not be opened.

Evaluation Criteria for Technical Evaluation

Sl.no	Evaluation Criteria	Maximum Marks	Award Criteria
1.	Number of years in existence.	10	**10 Marks for firm registered for 10 Years.**
2.	Number of Qualified assistants other than partners	10	**5 marks for firm with 2 assistants and 1 marks each for 1 additional assistant.**
3.	Average annual turnover of last three years	10	**5 Marks for firm with average turnover of 20 Lakhs. 1 Marks each for additional 02 Lakhs.**
4.	Experience in carrying out similar assignments in ULBs	10	**5 Marks for similar experience in 7 ULBs. 1 Marks for each additional Experience in every additional ULB.**
5.	Strength and capability of the firm to execute this assignment in terms of IT infrastructure, team infrastructure and sound financial position.		**Marks to be given on the basis of CV of the proposed team submitted as per the team structure defined in the tender document. The firm should also submit detail of similar experience and a brief profile.**
	Project Leader	10	
	Team Leader	5	
	Accountants	5	
	Firm Profile, experience, Infrastructure	20	
6.	Approach and Methodology	20	**The firm should show the understanding of the objective of the project and the approach and methodology to execute the project within the desired time lines. The note should also contain information on quality control mechanism to be used by the firm.**
	Total	**100**	

- *Technical evaluation would only be done for the firms which qualify the minimum eligibility criteria. Bids of firms not meeting the minimum eligibility criteria would be rejected immediately.*
- *A bidder scoring more than 80 Marks in the technical evaluation would be technically qualified. The technically qualified bidders may be called to give a presentation on the subject.*
- *Financial bids of only technically qualified bidders would be opened and the date and time of financial bid opening would be informed to the technically qualified bidders by the ULB.*

Team Structure

Experts	Qualification and Skills
Project Leader	The project leader should be a Fellow Chartered Accountant with 10 years' experience and have at least 10 years exposure/ experience in Government Accounting/ ULB Accounting. Should be well versed with MPMAM.
Team Leader	The team leader should be a Chartered Accountant with minimum 5 years post qualification experience. Should be well versed with Municipal Accounting and should have experience in Government/ Municipal Accounting for 3 years. Should have Good exposure to computerized accounting (Tally or other widely used ERP), MS-Word and Excel
Accountant (2 person) (Qualified Assistants)	The accountant should be a commerce graduate. Should have minimum experience of 2 years in similar assignments Should have Good exposure to computerized accounting (Tally or other widely used ERP), MS-Word and Excel.

Evaluation of proposals

Information relating to the examination, evaluation, comparison, and post- qualification of Proposals, and recommendation of Contract award, shall not be disclosed to Bidder or any other persons not officially concerned with such processes until information on Contract award is communicated to all Bidder.

Any attempt by a Bidder to influence any employee of the ULB, in the examination, evaluation, comparison, and post-qualification of the Proposals or Contract award decisions may result in the rejection of its Proposal.

To assist in the examination, evaluation, comparison and post-qualification of Proposals, the ULB, may, at its discretion, ask any Bidder for a clarification of its Proposal. Any clarification submitted by a Bidder that is not in response to a request by the ULB, shall not be considered. The Client's request for clarification, and the response, shall be in writing. No change in the prices or substance of the Proposal shall be sought, offered, or permitted, after the opening of Financial Proposals.

The evaluation committee shall evaluate the Technical Proposals on the basis of pre-set criteria as outlined in the Bid data Sheet.

The Financial Proposals of all technically qualified CA firms shall be opened. The bidder quoting the lowest financial bid (L1) among the opened financial proposals shall be considered for selection.

In the event that more than one bidder quotes the same lowest financial bid (L1), the final selection shall be made at the sole discretion of the Urban Local Body (ULB), based on the evaluation of the methodology and approach submitted by the bidders.

NOTE: Financial offers of only those qualified bidders shall be opened whose technical offer are to the satisfaction of ULB.

Submission of proposals

The tenders are to be submitted online on portal at website https://www.mptenders.gov.in, The bid is to be only submitted online and no physical bids would be accepted. The firms are required to get themselves registered on e- bidding link on the website. It is advised to the bidders to familiarize themselves with the e bidding portal in order to avoid any last minute delays. A detailed set of instructions for registering to the e bidding portal is attached to this RFP. The bidders are advised to go through the instructions carefully.

The bids are to be submitted in three parts "Part- I bid (EMD)", "Part -II bid (Technical Bids)" and "Part- III bid (Professional Fee)."

Detailed contents of each part are as under:-

Part-I –EMD needs to be submitted online through the E Bidding Portal. The confirmation of the deposit of EMD in form of receipt generated by the portal should be submitted as part I of the bid by the bidder. (Only Online)

Part-II -bid should consist of – Appendix I, II, III, IV and RFP document with sign and seal on each page. (Only Online)

Part-III - bid shall contain only Appendix V {professional fee (Only Online)} the firm should quote Fixed Professional Fee on Lump-sum basis for the entire assignment in Appendix-V including all expenses e.g. travelling expenses, lodging & boarding expenses etc. to be incurred during the assignment but exclusive of GST. GST as applicable shall be admitted separately. A copy of registration certificate for GST shall be submitted along with first bill. No TA/DA and Boarding & lodging expenses shall be paid. No other taxes and duties shall be paid.

On due date of opening, the envelope containing Part III- bid of only those CA Firms shall be opened who are found eligible as per the eligibility criteria.

TERMS AND CONDITIONS

1. **Validity of offer:**

The offer shall be valid for acceptance for a period of 90 days from the last date of submission of bids.

2. **Disqualification:**

ULB, may, at its sole discretion, and at any time during the evaluation process, disqualify any Applicant, if the Applicant has:

- Submitted the Proposal after the response deadline;
- Made misleading or false representations in the forms, statements and attachments submitted as proof of the eligibility requirements;
- Exhibited a record of poor performance such as abandoning works, not properly completing the contract, inordinately delaying completion, being involved in litigation, or financial failures, etc.;
- Submitted a Proposal which is not accompanied by required documentation or is non- responsive;
- Failed to provide clarifications related thereto, when sought;
- Submitted more than one Proposal. This will cause disqualification of all the Proposals submitted by such Applicant.

3. **Signing of contract agreement and completion of formalities:**

Successful applicant shall be required to sign Contract with ULB, on non-judicial stamp paper of Rs 500/ - within fifteen days of receipt of order. Cost of stamp paper and revenue stamp to be affixed on contract agreement shall be borne by the applicant. ULB, shall not reimburse these costs.

Failure of the successful applicant to sign the contract within the stipulated time period shall constitute sufficient grounds for the annulment of the award, in which event ULB, may take actions against the firm make the award to another applicant or call for fresh bids.

4. **Security Deposit:**

Upon acceptance of the offer, the successful professional firm shall be required to deposit a security amount of 5% of total order value for due and faithful fulfillment of the contract within 15 days of receipt of the order awarding the contract in the form of D.D. of any scheduled bank in favor of Office of the Chief Municipal Officer, Nagar Palika Balaghat. Security Deposit shall be retained till faithful performance of terms and conditions of the order and settlement of liability, if any. No interest on security deposit amount shall be payable by the ULB,. The security deposit shall be returned after faithful performance as per terms and conditions of the order.

5. Extension of Order :

ULB, reserves the right to extend the contract with 10% increase in remuneration, for a further period from the end of FY 2026-27, subject to satisfactory performance of the professional firm.

6. Extension of Time and Penalty:

In case of any intentional delay in execution of work resulting in to delay in submission of deliverables as per timelines, ULB, may, after giving show cause notice may impose penalty which cannot be more than 5% of order value for that year. However, no penalty would be levied, if it is established that the delay in performance of the firm was because of reasons and circumstances beyond the control of the firm. However, the final decision in this regard shall be of the Chief Municipal Officer.

7. Cancellation of Order/ Termination of the work

In case there is any shortcoming on the part of the CA firm in due performance under the Contract aforesaid, then ULB, may notify the CA firm to rectify such shortcoming in the given period of at least 21 days. In case the selected bidder fails to rectify such shortcoming and or does not adhere to the instructions of the ULB, then the agreement/ contract with the CA firm may be cancelled. In the event of such cancellation the CA firm would be paid for the work completed till last quarter.

In the event due to any change in the policy of the Government, it becomes necessary or in the event of any force majeure , if the contract is terminated by the ULB, , then the due amount under the Contract , including for the unexpired period , shall be payable by the ULB, to the selected bidder.

Specific Terms and Conditions

The specific terms and conditions of the contract are a part of this RFP. A format of the contract to be executed with the successful bidder is attached with this RFP.

Appendix-I

Information / Documents required to be submitted by the bidder to verify Qualifying Criteria

Sl.No	Qualification Criteria	Documents Required
1.	Firm should be a chartered accountant firm recognized by the Institute of Chartered Accountants of India with minimum existence of 10 years.	**Firm's Registration Certificate**
2.	Firm should have its head office in Madhya Pradesh.	**Proof of having head office at Madhya Pradesh**
3.	Firm should have be registered with GST	**GST Registration certificate**
4.	The firm should have permanent account number under Income Tax Act / Rules.	**PAN Card**
5.	The firm should have 02 full time partners	**Constitution certificate of ICAI**
6.	Firm should be well versed with Municipal Accounting Norms and the MPNAM. The firm should have undertaken municipal accounting, budget and Taxation work for at least 7 ULB's.	**Work Orders, Certificates showing experience of similar work executed.**
7.	Firms should have experience of working with Government/ULB(Department of State/Central Govt./PSU'S/other government undertakings).	**Work Orders, Certificates showing experience of similar work executed.**
8.	The firms should have a DISA qualified partner the firm and should have Public Finance & Government Accounting certificate qualified partner.	**Valid certificate from ICAI.**
9.	The average annual gross receipts of the CA firm of last three financial years i.e. 2022-23, 2023-24, 2024-25 should not be less than Rs. 20.00 lacs.	**Audited Financial Statements/ Certificate from Auditor stating the average turnover.**
10.	Firm should have capability to execute this assignment in term of IT infrastructure, team infrastructure.	**Brief note on the Approach & Methodology to be adopted by the firm in the execution of the assignment in hand and its capacities and resources to handle the assignment.**
11.	**Bidder must not be debarred and blacklisted by any of the government Organizations. There should not be any disciplinary proceedings initiated against the firm by ICAI / any other organization. A declaration in this regard duly notarized on Non Judicial Stamp of Rs. 100/= is to be submitted.**	**Declaration**

Appendix-II

DETAILS OF CA FIRM

S. N.	Particulars	Details	Documents required
1.	Name of the Firm	M/s ---	
2.	Location of Headquarter & branches		
3.	Full address of Headquarter along with Tel. No./ fax/e- mail		
4.	Latest Partnership deed.	Deed dtd ----	**Copy of deed**
5.	PAN of the firm	No ------	**Copy of PAN card**
6.	GST Registration No of the firm	No ------	**Copy of registration certificate**
7.	Number and Name of Qualified staff other than partners.		**Name wise details**
8.	**Details of general and commercial and Other terms and conditions of the tender duly signed by the authorized signatory of the firm.**		**Signed copy of the tender document for accepting tender terms and conditions**

It is here by certified that the information given as above and also elsewhere in the offer are correct to the best of my belief and knowledge. I understand that the ULB, can take action against any finding of incorrectness in future appropriately.

Appendix-III Proposed

Team to be deployed

S.No	Name of Personnel	Qualification of Personnel's	Post qualification Experience	Proposed Position
1				
2				
3				
4				
5				

Note:-

CV of the proposed team members to be submitted along with Appendix- III.

Appendix-IV

Financial

Details

Financial year	Professional receipt (Amt-Rs. in Lac)	Document to be submitted for verification
2022-23		Audited Annual Accounts/ Certificate of a practicing CA Firm
2023-24		Audited Annual Accounts/ Certificate of a practicing CA Firm
2024-25		Audited Annual Accounts/ Certificate of a practicing CA Firm

Appendix-V

Professional Fee for Accrual Based Double Entry Accounting and Preparation of Annual Financial Statements, and other related works for the Nagar Palika Balaghat

Details	Professional Fee (Rs.) (Exclusive of GST) Only Online
Fixed Professional fee on lump sum basis Inclusive of all charges, Taxes & Duties except GST for Accrual Based Double Entry Accounting and Preparation of Annual Financial Statements, and other related works for the Nagar Palika Balaghat as per scope of work defined in the RFP document for FY 2026-27 (Estimated Fees Rs. 8.00 Lakhs)	Amount in Rs. .... (In words ____________ __________________________)

|| AFFIDAVIT ||

(To be Contained in Envelope A)

(On Non Judicial Stomp 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 End 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 documents given in the bid document are 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 of found violated, then without giving 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 _____________(dated) at ____________ (place).

Signature with Seal of the Deponent (bidder)

Signature of Bidder/Authorized Person

Format: H

{See clause 12 of Section 2 -ITB & clause 4 of GCC]

ORGANIZATIONAL DETAILS
(To be Contained in Envelope - A)

S. No.	Particulars	Details
1.	Name of Organization/Individual /	
2.	Entity of Organization Individual/ Proprietary Firm/ Partnership Firm (Registered under Partnership Act}/ Limited Company (Registered under the Companies Act-1956)/ ULB,/ Joint Venture	
3.	PAN Number	
4.	GST Number	
5.	Address of Communication	
6.	Telephone Number with STD Code	
7.	Fax Number with STD Code	
8.	Mobile Number	
9.	E-mail Address for all communications	
10.	**Details of Authorized Representative**	
11.	Name	
	Designation	
12.	Postal Address	
13.	Telephone Number with STD Code	
14.	Fax-Number with STD Code	
15.	Mobile Number	
16.	E-mail Address	

Note: *In case of partnership firm copy of partnership deed shall have to be enclosed.*

Signature of Bidder with Seal Date:

कार्यालय नगरपालिका परिषद बालाघाट, जिला बालाघाट (म.प्र.) पिन कोड – 481001
दूरभाष क्रमांक 07632–241377 एवं ई–मेल cmobalaghat@mpurban.gov.in

क्रमांक/एफ /लेखा शाखा/ई–निविदा/2026/4428 बालाघाट दिनांक 08/07/2026

–ःनिविदा सूचनाः–

नगरपालिका परिषद बालाघाट के लिए वित्तीय वर्ष 2026–2027 हेतु डबल एंट्री अकाउंटिंग (दोहरी प्रविष्टि लेखांकन) वार्षिक विवरणों की तैयारी तथा अन्य संबंधित कार्यो के लिए एक प्रतिष्ठित चार्टर्ड अकाउंटेंट (CA) फर्म हेतु ऑनलाईन निविदा लमसम दर पर आमंत्रित किए जाते है –

क्रं	कार्य का नाम	अनुमानित लागत	धरोहर राशि	निविदा प्रपत्र मूल्य	समयावधि
1	नगरपालिका परिषद बालाघाट के लिए वित्तीय वर्ष 2026–2027 हेतु डबल एंट्री अकाउंटिंग (दोहरी प्रविष्टि लेखांकन) वार्षिक विवरणों की तैयारी तथा अन्य संबंधित कार्यो के लिए एक प्रतिष्ठित चार्टर्ड अकाउंटेंट (CA) फर्म हेतु ऑनलाईन निविदा आमंत्रित किए जाते है।	800000=00 (आठ लाख रूपये)	16000=00	2000=00	1 साल

निविदा शर्तें :–

1. निविदा वेबसाईट www.mptenders.gov.in के माध्यम से प्राप्त हो सकती है।
2. ऑन लाईन निविदा प्रपत्र खरीदने की तिथि 08/07/2026 प्रातः 17.30 से सांय 11.30 बजे तक है।
3. ऑनलाईन बिड सबमिट करने की अंतिम तिथि 23/07/2026 सांय 17.30 बजे तक है।
4. निविदा दिनांक 24/07/2026 सांय .... बजे खोली जावेगी।
5. चार्टर्ड अकाउंटेंट (CA) द्वारा केवल ऑनलाईन के माध्यम से ही दस्तावेज अपलोड करना अनिवार्य होगा। अमानत रोश (EMD) द्वारा एवं टेण्डर फार्म खरीदी की रसीद एवं अन्य दस्तावेज
6. निविदा में किसी प्रकार का संशोधन में केवल ऑनलाईन संशोधन किया जावेगा समाचार पत्र में नही
7. निविदा प्रपत्र अनुबंध का एक भाग होगा एवं ऐसी अन्य समस्त नियम एवं शर्ते तथा कि भी विवाद की स्थिति में जो कि उल्लेखित नही है के संबंध में नगरीय प्रशासन एवं विकास विभाग द्वारा जारी आदेश/दिशा निर्देश अंतिम एवं मान्य होंगे जिनका पालन करना अनिवार्य होगा।
8. अतिरिक्त जानकारी वेबसाईट www.mptenders.gov.in पर टेण्डर डाक्यूमेंट पर देखी जा सकती है या विभाग में उपस्थित होकर प्राप्त की जा सकती है
9. फर्म का चार्टर्ड अकाउंटेंट ऑफ इण्डिया द्वारा मान्यता प्राप्त चार्टर्ड अकाउंटेंट फर्म होना चालिए जिसकी स्थापना 01.01.2026 को कम से कम 10 वर्ष पहले हुई हो।
10. कंपनियों के पास सरकार/यूएलआईएफ (सरकारी विभाग, सार्वजनिक क्षेत्र के उपक्रम/अन्य सरकारी उपक्रमों) के साथ काम करने का अनुभव होना चाहिए।
11. फर्म को जीएसटी के साथ पंजीकृत होना चालिए और उसके पास स्थायी खाता संख्या होनी चालिए
12. 01.01.2026 को कम्पनी का मुख्यालय मध्यप्रदश में होना चाहिए।
13. वर्तमान तक जबलपुर डिवीजन में फर्म का प्रधान कार्याल्य या कोई शाखा कार्यालय होना चालिए।
14. फर्म एक साझेदारी फर्म होनी चालिए जिसमें कम से कम दो पूर्णकालिक साझेदार हो।
15. फर्म के पास सूचना प्रणाली लेखापरीक्षा (DISA) में डिल्लोमा प्राप्त योग्य भागीदार होना चालिए
16. फर्म में सार्वजनिक वित्त एवं सरकारी लेखाकंन में योग्य भागीदार होना चाहिए।
17. उपरोक्त कार्य प्रति फर्म की न्यूनतम दर पर उल्लेखित शर्तो के आधार पर निविदाकार का चयन किया जाएगा।
18. उपरोक्त कार्यो हेतु प्राप्त दरों को स्वीकृत/अस्वीकृत करने का सम्पूर्ण अधिकार मुख्य नगरपालिका अधिकारी/अध्यक्ष/प्रेसिडेंट–उन कौसिल नगरपालिका परिषद बालाघाट के पास सुरक्षित होगा।

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18. उपरोक्त कार्यो हेतुं प्राप्त दरों को स्वीकृत/अस्वीकृत करने का सम्पूर्ण अधिकार मुख्य नगरपालिका अधिकारी/अध्यक्ष/प्रेसिडेंट–उन कौसिल नगरपालिका परिषद बालाघाट के पास सुरक्षित होगा।
19. प्रकाशित निविदा से संबंधित तकनीकी एवं अन्य जानकारियों/शर्ते म.प्र. शासन की वेबसाईट www.mptenders.gov.in पर देखी जा सकती है।
20. निविदा में किसी भी प्रकार का संशोधन किये जाने पर केवल वेबसाईट www.mptenders.gov.in पर देखी जा सकती है।
21. निविदा को निविदा में संलग्न/उल्लेखित मापदण्ड अनुसार कार्य किया जाना आवश्यक होगा तकनीकी मापदण्ड में क्वालीफाई ना पाये जाने की स्थिति में निविदा अमान्य कर प्रस्तुत भाव पत्र (फाईनेंसियल बीड) का पत्र नही खोले जावेंगे।
22. निविदा में प्रस्तुत दरों को स्वीकृत/अस्वीकृत किये जाने का सम्पूर्ण अधिकार निविदा तकनीकी समिति/अध्यक्ष/प्रेसिडेंट–उन कौसिल नगरपालिका परिषद बालाघाट के पास होंगे जिसके लिए किसी भी प्रकार का कारण बताया जाना आवश्यक नही होगा साथ ही किसी भी प्रकार का वाद–विवाद न्यायलयीन/श्रम न्यायालयीन निकाय द्वारा स्वीकार नही किये जावेंगे
23. सशर्ते निविदा मान्य नही की जावेगी।
24. निविदाकार को कार्य स्वीकृत होने पर महानिरीक्षक पंजीयन एवं अधीक्षक मुद्रांक म.प्र. भोपाल दिशा निर्देशों के आधार पर स्टॉम्प शुल्क के आधार पर अनुबंध सम्पादित किया जाना आवश्यक होगा। सफल निविदाकार को दर स्वीकृत करने की सूचना मिलने पर निर्धारित अवधि में निर्धारित प्रारूप में अनुबंध सम्पादित करना आवश्यक होगा। अनुबंध पर होने वाला व्यय संबंधित द्वारा व्यय किया जावेगा। निर्धारित समयावधि में सम्पादित नही करने पर संबंधित की बयाना/अमानत राशि/एफ.डी. आर. राजसात कर ली जावेगी।
25. किसी भी प्रकार के वाद की स्थिति में माननीय न्यायालय/मुख्य नगरपालिका अधिकारी/प्रेसिडेंट–इन–कौंसिल/अध्यक्ष नगरपालिका परिषद बालाघाट का निर्णय सर्वमान्य होगा।
26. निविदा/संस्था/ऐजेंसी को अपना जीवित जी.एस.टी नम्बर, पेन नम्बर, टीन नम्बर, बैंक पास की कॉपी संस्था/ऐजेंसी का जीवित स्थापना रजिस्ट्रेशन प्रमाण पत्र, आयकर का चुकता प्रमाण पत्र (अंतिम 03 वर्ष का) जी.एस.टी के तहत रजिस्ट्रेशन जी.एस.टी के तहत चुकता प्रमाण्ध पत्र (अंतिम 03 वर्ष का) इत्यादि दस्तावेजों की प्रति प्रस्तुत किया जाना अनिवार्य होगा।
27. निविदाकार को निकाय द्वारा अधिकृत अधिकारी के आदेशों का पालन समय–समय पर करना अनिवार्य होगा।
28. निविदाकार द्वारा समय पर कार्य नही करने की दशा में अमानत राशि राजसात कर न.पा.निधि में आरक्षित की जावेगी तथा पुनः निविदा बुलाई जावेगी जिसमें जो अतिरिक्त व्यय होगा वह प्रदाय कर्ता से म.प्र. भू–राजस्व संहिता तथा म.प्र. न.पा. अधिनियम 1961 में बताई गई विधि से वसूल किया जायेगा।
9. ई.पी.एफ. से संबंधित समस्त कार्य ई.पी.एफ नियमानुसार व पत्रानुसार किया जाना होगा।
0. लेखांकन से संबंधित समस्त कार्य म.प्र. म्युनिसिपल एकाउंटिंग मेन्युल अनुसार किया जाना होगा।
1. उक्त समस्त कार्य की जावबदेही निविदाकार की होगी।
2. उक्त कार्य का REQUEST FOR PROPOSAL संलग्न अनुसार होगा।

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