



**Nashik Mahanagar Parivahan Mahamandal Limited, Nashik**

**Name of the Work:**

**Request for Proposal for Selection of Chartered Accountant (CA) Firm for providing Accounting, Tax and other services to NMPML on Quality and Cost-Based Selection (QCBS) for 3 years.**

Tender No: NMPML/02/2023

Date: 3<sup>rd</sup> July 2023

E.M.D: Rs. 10,000 (Rupees Ten Thousand Only)

Tender Fee: Rs. 689/- {500+90 (GST @ 18%)+99 } (Rupees Six Hundred and Eighty Nine only)

**Address:**

General Manager (Admin and Technical),  
Nashik Mahanagar Parivahan Mahamandal Limited.  
CITILINC Bhavan, Golf Club Ground  
Trimbak Road, Nashik- 422 002  
E-Mail: [gadmin\\_citilinc@nmc.gov.in](mailto:gadmin_citilinc@nmc.gov.in)  
Contact No. 0253-2574757

## **Disclaimer**

The information contained in this Request for Proposal document (the “ RfP”) or subsequently provided to Bidder(s), whether verbally or in documentary or any other form, by or on behalf of Nashik Mahanagar Parivahan Mahamandal Limited (NMPML) or any of its employees or advisors, are provided to Bidder(s) on the terms and conditions set out in this document and such other terms and conditions subject to which such information is provided.

This document is not an agreement and is neither an offer nor invitation by the NMPML to the prospective Bidders or any other person. The purpose of this document is to provide interested parties with information that may be useful to them in the formulation of their bids for qualification pursuant to this RfP. This tender includes statements, which reflect various assumptions and assessments arrived at by the NMPML in relation to the Project. 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 NMPML, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this document. The assumptions, assessments, statements and information contained in this document 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, statements and information contained in this document and obtain independent advice from appropriate sources.

Information provided in this document to the Bidder(s) is 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 NMPML accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

NMPML, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Bidder or 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 of anything contained in this document or otherwise, including the accuracy, adequacy, correctness, completeness or reliability and any assessment, assumption, statement or information contained therein or deemed to form part of this document or arising in any way with prequalification of Bidders for participation in the Bidding Process. NMPML also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this document. The NMPML may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this document.

The issue of this document does not imply that the NMPML is bound to select the prequalified Bidders at RfP stage to appoint the Successful Bidder (Agency), for the Project and NMPML reserves the right to reject all or any of the Bids or Tenders without assigning any reasons whatsoever.

The Bidder shall bear all its 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 NMPML, or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and NMPML shall not be liable in any manner whatsoever 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 Bidding Process.

## **Invitation for Proposal**

Nashik Mahanagar Parivahan Mahamandal Limited (NMPML) hereby invites '**Request for Proposal for Selection of Chartered Accountant (CA) Firm for providing Accounting, Tax and other services to NMPML on Quality and cost-Based Selection (QCBS) for 3 years**'. Bidders/ Agencies are advised to study this document carefully before submitting their proposals in response to the RFP Notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions, and implications.

The complete bidding document has been published on <https://mahatenders.gov.in> the purpose of downloading. The downloaded bidding document shall be considered valid for participation in the electronic bidding process (e-Tendering) subject to the submission of required tender/ bidding document fee and Earnest Money Deposit (EMD). Bidders who wish to participate in this bidding process must register on <https://mahatenders.gov.in> For any type of clarifications, bidders can visit [www.mahatenders.gov.in](http://www.mahatenders.gov.in) or contact help desk contact no. 01204200462, 01204001002 Mobile no. +919881044457, 8826246593, 9987912844, Email [td-support-eproc@nic.in](mailto:td-support-eproc@nic.in).

To participate in online bidding process, Bidders must procure a Digital Signature Certificate (Class - II) as per Information Technology Act-2000 using which they can digitally sign and encrypt their electronic bids. Bidders can procure the same from any CCA approved certifying Agency, i.e., TCS, Safe crypt, Ncode, etc. Bidders who already have a valid Digital Signature Certificate (DSC) need not procure a new DSC.

- I. A two-envelope selection procedure shall be adopted as stipulated in this RFP.
- II. Bidder (authorized signatory) shall submit their offer online in electronic formats for preliminary qualification, financial proposal. However, e-Tender processing fees, and Earnest Money Deposit (EMD) should be paid as per instructions provided in the bid document.
- III. NMPML will not be responsible for delay in online submission due to any reason. For this, bidders are requested to upload the complete bid proposal, pay online Tender fee, EMD, well in advance in time so as to avoid issues like slow speed, choking of web site due to heavy load or any other unforeseen problems.
- IV. Bidders are also advised to refer Bidders Manual Kit available at <https://mahatenders.gov.in> for further details about the e-tendering process.

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## Notice for Inviting Tender

Tender No: NMPML/\_\_/2023

Dated: 3<sup>rd</sup> July 2023

Online Tenders in prescribed format are invited for Request for Proposal for Selection of Chartered Accountant (CA) Firm for providing Accounting, Tax and other services to NMPML for 3 years.

No	Event Description	Estimated Date
1	Download of RFP Documents from web site	From <b>03/07/2023</b> to <b>19/07/2023</b> up to <b>15:00 Hrs</b>
2	Pre-Bid Conference	Bidders shall have to post their queries on E-Mail address : <b><u>gadmin_citilinc@nmc.gov.in</u></b>  Till <b>08/07/2023</b> up to <b>15:00 Hrs</b>  Pre-Bid Conference will be held on <b>10/07/2023 @ 15:00 Hrs</b> at CITILINC Office.
3	Submission of Online Bid Due Date and Time (Submission of Pre-qualification Proposal Form and Financial Proposal)	up to <b>19/07/2023 till 15:00 Hrs</b>
4	Due Date & Time for Opening of e-Tender Processing fees, Bid Security and other Pre-qualification documents submitted online	From <b>03/07/2023 up to 15:00 Hrs</b> to <b>19/07/2023 till 15:00 Hrs</b>
5	Opening of Technical Bid Online of Bidders	If possible, on <b>21/07/2023 up to 17:00 Hrs</b>
6	Opening of Financial Bid (Online) of Qualified Bidders	To be intimated by Authority
7	Issuance of LOA to Selected Bidder	Within 8 weeks of Opening of Financial Bid

The Tender document is available for download from the website <https://mahatender.gov.in>. The cost of the Tender document in the form of online payment shall be submitted at the time of submission of the technical bid.

All other terms & conditions shall remain same as stipulated in the Tender Schedule of the aforementioned Tender Notice. Further corrigendum / addendum etc. if any will be made available on <https://mahatender.gov.in> website only. In case of any query/clarifications, please email at [gadmin\\_citilinc@nmc.gov.in](mailto:gadmin_citilinc@nmc.gov.in). **There shall be no physical pre bid meeting, however the bidder may share individual queries or clarification before 08/07/2023 up to 15:00 Hrs via email on [gadmin\\_citilinc@nmc.gov.in](mailto:gadmin_citilinc@nmc.gov.in)**

Sd/-

General Manager (Admin and Technical)

Nashik Mahanagar Parivahan Mahamandal Limited, Nashik

## **Section : 1**

### **1.1 Scope of Work**

#### **Scope of Services/Terms of Reference**

An indicative list of services which would be expected to be offered by the selected Chartered Accountant (CA) Firm for providing Accounting, Tax and other services to NMPML are as follows:

1. Selected CA firm should verify all invoices with books and suggest necessary reforms by weekly visiting office and give MIS.
2. Review and entry of all payments and receipts of NMPML.
3. Review and entry of all accounting entries/records/vouchers/ledgers including subsidiary ledgers and other necessary documents/reports.
4. Preparation and finalization of Books of Accounts of the Company as per Companies Act,2013 and Income Tax Act,1961.
5. Assisting in preparation of Annual Financial statements in accordance with all applicable Acts and accounting standards applicable in India.
6. Assisting in preparation of monthly, quarterly, and annual budget (Annual Operating Expense and project budgeting).
7. Assisting in preparation of bank reconciliation statement.
8. Assisting in preparation of payroll and contingency expenditure services.
9. Assisting in preparation fixed asset register.
10. Assisting in preparation of fixed deposit register.
11. Assisting in preparation of voucher.
12. Assisting in preparation of monthly expenditure statement, Annual Operating Expense and projects.
13. Assisting in preparation of utilization certificate and quarterly financial progress report.
14. Drafting of Accounting Policy as per Applicable Accounting Standards. i.e., IGAAPs, IND AS, etc.
15. Preparation of the Cash Book and Bank Book on fortnightly basis in MS-Excel format.
16. Preparation of monthly and quarterly receipt and payment statement to be placed before the Board of Directors of NMPML.
17. Preparation of quarterly detailed financial statements.
18. Preparation of the Details, Verification of accuracy of TDS deduction, payments and returns filed in prescribed forms with tax authorities, Return Filing of TDS/TCS. Assistance in formulation and maintaining appropriate internal control system for financial matters in NMPML operations.
19. Filling of Income Tax returns and GST returns of NMPML.
20. Assist in preparation of all day-to-day financial transactions.
21. Assistance in formulation and maintaining appropriate internal control system for financial matters in NMPML.
22. Assisting in preparation of daily report submitted by operators.

23. Suggestion/ advice for the deposit of Advance Tax to avoid penalty.
24. Filling in Statutory Compliances like GST, EPF, TDS, VAT, TCS etc. All Government fees w.r.t. statutory compliance will be borne by NMPML.
25. Provide necessary suggestions for efficient income tax planning.
26. Provide necessary input/suggestion to routine accounting and finance department of NMPML employees for maintaining/improving internal control procedures.
27. Review, verification, opinion and necessary support to the respective sections/designated person/designated agencies for compliance of queries from various statutory bodies & required formalities.
28. Necessary support services in providing clarifications to Internal Auditor of NMPML, statutory auditors, government auditors including CAG auditors and investigator, as appointed by any government authority.
29. If required, Digital Signature certificate services should be provided, the fees for the same will be borne by NMPML at actuals.
30. Accounting software to be provided by NMPML.
31. Providing opinion/advise on various statutory matters and compliances w.r.t GST, TDS, VAT, TCS, EPF, Income tax, etc. as and when required by NMPML. Representing effectively on behalf of NMPML in all the cases that are to be heard in connection to EPF, Income Tax, GST, PT, etc.
32. Attending notices or proceedings or hearing in any form and representing the NMPML at various authorities of EPF, Income Tax, GST, PT, etc. Representation matter is restricted up to local level Authority only. Any of the mentioned work above, pending for previous period, if any should be done by the Agency.
33. One personnel, with Bachelor's Degree in Commerce, with minimum three (3) years of experience, well conversant with the Tally Process be posted on full time basis to assist in the day-to-day working of the NMPML.
  - a) Such personnel shall have at least three years of experience with the firm in providing similar services as provided under the scope in this RFP.
  - b) The firm shall submit the CV of the personnel within 7 days of receiving the Letter of Award or Signing of the Agreement whichever is earlier.
  - c) Only seating space to be provided by NMPML.
  - d) NMPML will not bear any additional cost towards the Personnel in any form and no claims will be entertained regarding any cost incurred by the Agency for deployment of the said personnel at NMPML.
  - e) NMPML to provide one Desktop PC to the Personnel deployed at NMPML.
  - f) In the event that the deployed personnel do not report to office, selected CA firm shall deploy a replacement at NMPML office for uninterrupted work.
  - g) For each day the Selected CA firm has not deployed their personnel at NMPML office, the proportionate Salary quoted in the Financial Bid (Annexure-D) shall be deducted from the subsequent invoice of the selected CA firm.

## 1.2 Definitions

1. **Bidder:** Bidder means an entity registered under ICAI willing to participate by accepting terms and conditions given in the RfP document.
2. **Competent Authority:** Competent Authority Means Chairman and Managing Director (MD) or any officer designated by the Chairman and Managing Director (MD) or Bid Evaluation Committee (BEC).
3. **Consultant Firm** means the Selected Bidder.
4. **Contract Agreement** Means the Agreement to be signed between NMPML & Consultant Firm.
5. **Employer:** Employer means "Nashik Mahanagar Parivahan Mahamandal Ltd." Promoting brand name of CITILINC.
6. **Government Department** for this clause includes – Central Government of India, State Government of Maharashtra, Ministries and Departments of State Government of Maharashtra & Government of India but does not include enterprises undertaking of the government or any of its boards.
7. **Government Undertaking** includes enterprises or corporates where in shareholding of government of India or State Government of Maharashtra is more than 51%
8. **Local Authorities** includes municipal corporations, municipalities and Jilha Parishad.
9. **NMPML:** NMPML means "Nashik Mahanagar Parivahan Mahamandal Ltd.". A special purpose vehicle of Nashik Mahanagar Parivahan Mahamandal Limited and having its registered office near CITILINC Bhavan, Golf Club Ground, opposite Veer Savarkar Taran Talav, Trimbak Road Nashik 422002.
10. **Taxes:** Taxes means Income Tax, Surcharge, GST and any Other Tax, Levy, Fees, Cess as imposed by the Government from time to time.
11. **Technical Bid:** Technical Bid means documents regarding eligibility condition as stipulated in the TENDER document for qualifying the Bidder.
12. **Financial Bid:** Financial Bid means the Professional Fee in Indian Rupees quoted by the Bidder for undertaking the work.
  - a) **QCBS:** QCBS means Quality and Cost Based Selection system.

## 1.3 Contract Period

The Contract Period shall be for a period of 3 (three) years from the date of Issuance of work order and extendable for another 2 years.

## 1.4 Pre-Qualification Criteria

In order to qualify for the Technical Bid -

1. The Bidder shall submit the following:
  - a. Copy of Firm Registration Certificate (FRC) issued by The Institute of Chartered Accountants of India.
  - b. Information related year of establishment of Head Office (s) and branch offices, address,
  - c. Details of partners and membership nos. etc. as indicated in their certificate.
  - d. PAN details.
  - e. GST certificate (if applicable).

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2. The bidder shall have a firm headquarter or office in Nashik.
3. The Bidder should have at least 2 (Two) full time partner and shall submit FCA (Fellow Chartered Accountant) certificate of Partner.
4. The bidder should not have faced Insolvency proceedings or declared Insolvent or under liquidation / court receivership or any such similar proceedings. No disciplinary action should be initiated against the firm or any of its partner by ICAI or other Government Authority.
5. Agency/vendor currently associated or agency/vendor who has been working in other capacity with NMPML shall not be allowed to participate in the Tender.
6. NMPML may seek clarifications from the bidder and/or respective client if required on the Pre-qualification Criteria. Any of the clarifications by the bidder on the documents submitted against the Pre-qualification Criteria should not have any financial implications.
7. NMPML reserves the right to reject any Bid which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the TIA in respect of such Bid.
8. The Bidder shall meet the technical and financial eligibility criteria as mentioned as follows:

Sr. No	Technical & Financial Eligibility	Required Document
PQ-1	<p><b>Technical Eligibility:</b></p> <ol style="list-style-type: none"> <li>1. The Bidder shall have atleast 5 years of experience in Consultancy Services in Taxation Laws (GST, Income Tax) and / or accounting in double entry out of which at least 2 years of experience should be with Government Department / Local Authority / Government Undertaking</li> <li>2. The bidder shall have minimum of 2 year of experience in Government Department / Local Authority / Government Undertaking with one client with Annual Budget in amount of not less than INR Rs. 1,00,00,00,000/- (Rupees One Hundred Crore only) in the last 5 years.</li> </ol> <p align="center">Or</p> <ol style="list-style-type: none"> <li>3. The bidder shall have minimum of 2 year of experience in Government Department / Local Authority / Government Undertaking with one client having Annual Turnover of not less than INR Rs. 1,00,00,00,000/- (Rupees One Hundred Crore only) in the last 5 years.</li> </ol> <p><i>Note: Ongoing project having more than 1 year of above-mentioned services with client shall be considered as experience.</i></p>	<ol style="list-style-type: none"> <li>1. Copy of Work Order <b>OR</b> Contract agreement.</li> <li>2. Experience Certificate or Work Completion certificate from client clearly stating project duration, types of services, amount paid for the services provided.</li> <li>3. <b>Annexure-E</b> (duly signed with stamp by the bidder)</li> <li>4. Annual budget / Turnover Certificate of concerned Department.</li> </ol> <p><b>All the above documents submission are mandatory.</b></p>

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Sr. No	Technical & Financial Eligibility	Required Document
PQ-2	<b>Financial Eligibility:</b> The Bidder shall have a minimum annual financial turnover of Rupees 25 Lakhs in the past 3 financial years (FY: 2019-20, FY: 2020-21, FY: 2021-22)	1. Balance Sheets of Bidder for (FY: 2019-20, FY: 2020-21, FY: 2021-22) 2. Auditor Certification as per <b>Annexure-C</b> of this document.
PQ-3	The Firm or any partner of the firm should not have any disciplinary matters pending with ICAI/RBI or any form and they should not have suffered any disqualification.	A self-declaration clearly stating that “the firm should not have any disciplinary matters pending with ICAI/RBI or any form” to be submitted on the letter head of the firm.
PQ-4	Should not have been barred/Blacklisted from appointment by any Government Department / Local Authority / Government Undertaking.	A self-declaration clearly stating that “barred/Blacklisted from appointment by any government and/or semi government entities” to be submitted on the letter head of the firm as per template provided in <b>Annexure-B</b> .

### 1.5 Selection Criteria Matrix and Technical Score

The short listing of the Bidders shall be on the following technical evaluation for QCBS:

Sl. No.	Particular	Allocation of Marks	Maximum Marks	Supporting Documents
1	<b>Number of Years of Experience</b> (From the year of establishment of the firm/limited liability Partnership firm)		20	1. Copy of Work Order <b>OR</b> Contract agreement. 2. Experience Certificate or Work Completion certificate from client clearly stating project duration, types of services, amount paid for the services provided. 3. <b>Annexure-E</b> (duly signed with stamp by the bidder) <b>All the above documents submission are mandatory.</b>
	≥ 5 Year – 7 Years	10		
	≥ 7 Years – 10 Years	15		
	≥ 10 Years	20		
2	<b>Turnover of the firm for the last 3 years</b> (FY: 2019-20, FY: 2020-21, FY: 2021-22)		20	<ul style="list-style-type: none"> <li>Balance Sheets of Bidder for (FY: 2019-20, FY: 2020-21, FY: 2021-22)</li> <li>Auditor Certification as per <b>Annexure-C</b> of this document.</li> </ul>
	≥ 25 lakh but < 35 lakh	10		
	≥ 35 lakh but < 50 lakh	15		
	≥ 50 lakh but < 75 lakh	20		
3	<b>Turnover / Annual Budget of clients handled by the Firm</b>		20	The service bill /work order & realization of such bill / work order copy & job Completion certificate to be enclosed.  <b>Annexure-E</b> (duly signed with stamp by the bidder)
	≥ 100 Cr. But < 150 Cr. per client per year	2		
	≥ 150 Cr. But < 200 Cr. per client per year	4		
	≥ 200 Cr. per client per year	6		
4	<b>Experience of handling Central/State Govt. / PSU/ Bank / Local body / Government agencies / Government Undertaking</b>		20	Copy of work order / work completion certificate from the clients  <b>Annexure-E</b> (duly signed with stamp by the bidder)

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Sl. No.	Particular	Allocation of Marks	Maximum Marks	Supporting Documents
	<b>during last five (5) years with a minimum turnover 100 crore</b>			
	5 marks for each organisation	5 each		
5.i.	<b>Any partner completed course in Public Finance and Govt. Accounting of ICAI</b>	5	5	Copies of Qualification Certificates from recognised Institute/University and copies of letter of engagement as employee of the firm
5.ii	<b>CAG / MEF Empanelment</b>	5	5	Proof of empanelment
6	<b>Number of Full Time Partners</b>		10	Copies of Qualification Certificates from recognised Institute/University and copies of letter of engagement as employee as the firm
	2 marks for each full-time partner	2 each		
<b>TOTAL MARKS</b>			<b>100</b>	

### 1.6 Financial Bid

- i) The Bidder in the Financial Bid shall quote the Professional Fee for the 1<sup>st</sup> (first) year of the Contract Period. The Professional Fee shall be inclusive of all taxes but excluding GST. GST shall be paid additionally as per the applicable rates.
- ii) The Professional Fees per year for a period of 3 years shall be fixed at the amount quoted by the Bidder as the Professional Fee for the 1<sup>st</sup> (first) year.
- iii) Price adjustment on the Professional Fees doesn't apply for the duration of the Contract, i.e. 3 (three) years. However, if the contract duration is extended for another 2 years, based on the performance of the Agency during first 3 (three) years of the Contract, an annual escalation would be provided @5% every year for next 2 years only, i.e. the 4<sup>th</sup> and 5<sup>th</sup> Year.

Year	Professional Fee (INR)
1 <sup>st</sup> Year	A (Quoted Professional Fees)
2 <sup>nd</sup> Year	A (Quoted Professional Fees)
3 <sup>rd</sup> Year	A (Quoted Professional Fees)
4 <sup>th</sup> Year	A + 5% of A = B
5 <sup>th</sup> Year	B + 5% of A = C

### **1.7 Submission of Bid**

1. The Bidder shall submit/upload the Bid in 2 (two) parts consisting of each in separate as per Tender prescribed format in <https://mahatenders.gov.in>.
  - i. Part-I - (Technical Bid) and
  - ii. Part-II - (Financial Bid)
2. Bids not received in prescribed format will be liable to be summarily rejected. Conditional Bids not adhering to the TENDER terms and conditions are liable to be rejected.
3. The TENDER Document shall have to be signed by the Bidder on each page and the terms & conditions must not be altered; failing which, the Tender will be rejected.
4. The Bidder should ensure that all the required documents, as mentioned in this TENDER document are submitted along with the Bid and in the prescribed format only.
5. Non-submission of the required documents or submission of the documents in a different format/content may lead to the rejections of the Bid submitted by the Bidder.
6. It shall be the sole responsibility of the Bidder to ensure that all the documents required for the Technical and Financial Evaluation of the Bid are uploaded on the portal well within time.
7. It shall be the responsibility of the Bidder to re-check that each page of the requisite document uploaded as a part of the Bid is stamped and duly signed by an authorized signatory.
8. The Bidders will be intimated about the date & time of the Financial Bid opening in advance through Letter/Fax/ e- mail.

### **1.8 Earnest Money Deposited (EMD)**

The Bidder shall submit EMD of Rs. 10,000/- (Rupees Ten Thousand only) through net banking/digital banking as per requirement of <https://mahatender.gov.in>

### **1.9 Evaluation of the Bid**

1. The Bidder shall meet the technical requirements mentioned in **Clause 1.4**.
2. Evaluation will be done on total value wise through QCBS system. Based on QCBS system, contract will be concluded on H-1, i.e. the bidder with the highest Combined Technical and Financial Score (CTFS). The proposal obtaining the highest CTFS in evaluation of quality and cost will be ranked a H-1 followed by the proposals securing lesser marks as H-2, H-3, etc.
3. The proposal securing the highest combined marks and ranked H-1 will be invited for negotiation, if required and shall be recommended for award of contract.
4. In the event two or more bids have the same score in final ranking the bid with the highest technical score will be H-1.
5. The ratio of quality to cost weightage in the present case of QCBS evaluation in 70:30 ratio.
6. The price bid of vendors obtaining the qualifying marks of 70 and above in technical evaluation will be opened for further evaluation.
7. In QCBS system of selection, minimum qualifying Technical Marks, i.e. 70, out of maximum 100 marks as benchmark for quality of the technical proposal will be prescribed and indicated along with a scheme for allotment of marks for various technical criteria/attributes given in Prequalification and Selection Criteria Matrix.
8. During evaluation of technical proposal, quality score is assigned out of the maximum 100 (Hundred) marks, to each of the responsive bids, as per the scheme laid down in the RfP. The bidders who are qualifying as per the technical evaluation criteria are considered as technically responsive and the rest would be considered technically non-responsive.

9. The Technical Score shall be determined as  $T/HTM \times 100$ , where T is the technical marks of the bidder and HTM are the technical marks of the bidder with highest technical marks out of 100.
10. Financial proposals will be opened for only eligible technically responsive bidders. The financial proposals are also given cost-score based on relative ranking of prices. The financial score of each bid will be determined as  $LFB/F \times 100$ , where LFB is the lowest financial bid among all the eligible technically responsive bidders and F is the amount quoted by the respective bidders.
11. Therefore, the Combined Technical and Financial Score (CTFS) shall be determined as follows:  
 **$CTFS = (T / HTM) \times 70 + (LFB/F) \times 30$**
12. An illustration for the evaluation process is available for reference to the bidders at **Annexure G**.
13. It is required that Bid submitted in response to this Tender should be unconditional in all respects, failing which Nashik Mahanagar Parivahan Mahamandal Limited reserves the right to reject the Bid.
14. Disclosure of Financial Bid and conditional Bid shall be declared as disqualified.
15. Chairman and Managing Director (MD), Nashik Mahanagar Parivahan Mahamandal Limited (NMPML) reserves the right to take sole decision for any changes or modification related to this Tender.

### **1.10 Bid Validity**

The Bid shall be valid for a period of 180 (one hundred and eighty) days from the date of opening of Technical Bid.

### **1.11 Award of Contract**

1. NMPML reserves the right to accept or reject any or all Tenders without assigning any reason thereof.
2. NMPML reserves the right to reject any part or whole of the Tender without assigning any reason whatsoever. For such cancellation the Tenderer shall not be entitled to claim any cost, charges, expenses incidental to or incurred by him through or in connection with the preparation and submission, without assigning any reason whatsoever.
3. NMPML also reserves the right not to accept the highest scoring bid offer (**H-1**).
4. In the event of Multiple Bidders achieving same H-1 scoring, the bidder with higher technical score shall be declared as **H-1 Bidder**.
5. Award of contract shall be made at the absolute discretion of NMPML.
6. Applicable Stamp Duty and Registration charges for the Contract Agreement shall be fully borne by the Bidder.
7. The Successful Bidder at the time of signing of the Contract Agreement shall submit the performance bank guarantee, which shall be 5% (five percent) of the contract value.
8. The Contract Agreement will be entered between NMPML with the Successful Bidder.

## **Section: 2**

### **2 GENERAL CONDITIONS**

#### **2.1 Payment Terms**

- i. All payments shall be made through e-payment.
- ii. Payment of the Contract Value will be done on a quarterly basis against the invoices (70% on Quarterly Basis and 30% after completion of yearly Compliance).

#### **2.2 Submission of Invoice**

- i. Bill in triplicate along with the Status Report with acknowledgement will be submitted to the concerned department of NMPML for settlement of payment.
- ii. The Consultant Firm shall raise an invoice of 70% of the Contract Value on a quarterly basis and raise an invoice for the remaining 30% of the Contract Value after completion of Yearly compliance.

#### **2.3 Tax Deduction at Source**

Income Tax, GST & other taxes including Surcharge and Cess as applicable shall be deducted at source from the bill.

#### **2.4 Penalty**

In case the successful bidder fails to take up the work after issuance of work order or do not comply with scope of work, NMPML may at its sole discretion impose upon any or all of the penalties mentioned below:

1. In the event of delay on the part of the Consultant Firm in filling of returns on due date, an amount equal to the and interest imposed by the tax authority shall be recovered from the Consultant Firm.
2. The penalty of 10% of total fees may be levied if the work is not completed within prescribed time limit & also Performance Bank Guarantee shall be forfeited.
3. The violation of any of the terms will invoke penalty. It will be the responsibility of the Consultant Firm to complete the assignment with full knowledge and experience of the work with proper care and time. Failure to do so, leading to either undue delay or laxity or incorrect report will lead to termination of the Contract Agreement.
4. In the event of gross negligence, irregularity, laxity or misconduct on the part of Consultant Firm's personnel deployed at NMPML, the Contract Agreement may be terminated and the Consultant Firm may get Backlisted at the discretion of the Chairman and Managing Director, NMPML
5. Forfeiture of EMD/ Security deposit.
6. Blacklisting of the Bidder.

#### **2.5 Termination of Contract**

In case the Successful Bidder declines to take up the work, NMPML reserves the right to terminate the contract and forfeit the earnest money/security deposit of the agency. In such eventuality, the agency will

have no claim for the cost which might have incurred for taking up the work and the cost of the work which have been incurred by that time and the work may be rescinded.

## **2.6 Force Majeure**

If, at any time, during the currency of this contract, the performance in whole or in part, by either party, of any obligation under this contract, shall be prevented or delayed by reasons of war, hostility, acts of public enemy, civil commotion, sabotage, fires, floods explosions, epidemic, quarantine restrictions, Acts of State or other Acts of God, hereinafter referred to as eventualities, then, provided notice of the happenings of any such eventuality is given by either party to the other, within 15 days from the date of occurrence thereof, neither party shall by reason of such eventuality be entitled to terminate this contract, nor shall either party have any claim for damages against the other, in respect of such non-performance or delay in performance and work under this contract shall resume as soon as practicable after such eventuality has come to an end or ceased to exist and the decision of the Employer as to whether the work has to be resumed shall be final and conclusive.

Should one or both parties be prevented from fulfilling their contractual obligations by a state of force - majeure lasting continuously for a period of at least three months, the two parties should consult each other regarding further implementation of the contract, provided always, that if no mutually satisfactory arrangement is arrived at, within a period of a month, from the expiry of three months referred to above, the contract shall be deemed to have expired at the end of the said 4th month referred to above, in which event the liability under the contract shall be settled taking into consideration the work carried out by the Contractor up to the expiry date without prejudice to the rights of Employer arising prior to the expiry date.

## **2.7 Illegal Gratification**

If the Bidder is found to be involved in any illegal gratification during the currency of the contract, the entire Bid is liable for rejection.

## **2.8 Modification of Contract**

No modification and alteration of the contract / agreement will be allowed during the prevalence of the contract. However, difficulties, if any, experienced while implementing/ execution of the contract, the same can be addressed with the approval of the Chairman and Managing Director, NMPML.

## **2.9 Assignment**

The work order under this Tender Notice is not assignable or transferable in full or in part by either party.

## **2.10 Governing Laws**

The Work Order shall be subject to Indian Laws, Rules and Regulations, notifications etc. issued by the Govt. from time to time and will be integral part of the TENDER Documents.

### **2.11 Arbitration**

Any dispute or difference under or arising out of or in respect of the work order shall be referred to authorized representative of NMPML as sole arbitrator and the decision of the sole arbitrator on the matter in dispute shall be final and binding on the contractor and the company. In the event of failure to settle the dispute through arbitration, either party can refer the dispute to the court of Law. In that case the jurisdiction of court shall be Nashik only.

### **2.12 Deviation from Terms & Conditions**

Any offer of the Bidder which stipulates deviations from the terms & condition stipulated in the TENDER document will be liable for rejection.

**Annexure-A: Bid Declaration Form**

DECLARATION TO BE GIVEN BY THE BIDDER

(To be submitted by Bidder in Non-Judicial stamp paper of Rs. 500/-)

To,

**Chairman and Managing Director**

Nashik Mahanagar Parivahan Mahamandal Limited,  
CITILINC Bhavan, Golf Club Ground  
Trimbak Road, Nashik- 422 002

Ref. No.: Tender No. \_\_\_\_\_

Subject: Declaration Certificate

I/we certify that the above-mentioned particulars are correct and true to the best of my / our knowledge. In case any statement made above is found incorrect, my / our Tender may be rejected by the company.

My/our Financial Bid is based on the basis of our full understanding about the job. I/we also authorize the NMPML to forfeit my earnest money deposit in case I/we fail to take up the job in the event of acceptance of my/our Tender by NMPML.

AUTHORIZED SIGNATURE OF BIDDER

WITH DATE & SEAL

**Annexure-B: Undertaking by the Bidder**

(To be submitted by Bidder in company Letter Head)

To,

**Chairman and Managing Director**

Nashik Mahanagar Parivahan Mahamandal Limited,

CITILINC Bhavan, Golf Club Ground

Trimbak Road, Nashik- 422 002

Ref. No.: Tender No. \_\_\_\_\_

Sub: Undertaking Tender for Request for Proposal for Selection of Chartered Accountant (CA) Firm for providing Accounting, Tax and other services to NMPML for 3 years.

Dear Sir,

In response to the Tender invited by you, I/We have examined the general conditions and other terms and conditions of the contract, and I/We agree to abide by all instructions in these documents attached hereto and hereby bind myself/ourselves to execute the work as per schedule stipulated in the Tender Notice. I/We also undertake that I/we have not been blacklisted by any Government Department / Local Authority / Government Undertaking or debarred by any Government Department / Local Authority / Government Undertaking at any time.

Yours faithfully, SIGNATURE of the BIDDER along WITH DATE & SEAL

**Annexure-C: Financial Turnover**

**Annual Turnover Certificate**

**CA/Statutory Auditor Certificate (Financial Turnover Details)**

Name of the Bidder: \_\_\_\_\_

**Financial Information in INR**

	<u>FY 2019-20</u>	<u>FY 2020-21</u>	<u>FY 2021-22</u>	<b>Total</b>
<b>Annual Turnover/ Revenue (in Crores)</b>				

***Supporting Documents:***

CA Certificate and Audited Financial Statements (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form)

*Certified By:*

*(CA/Statutory Auditor with Name, Seal, Regd. No, FRN No. and Date)*

#### Annexure-D: Financial Bid

(Bidder has upload the scanned/pdf copy of Financial Bid duly signed as per instructions)

To,

**Chairman and Managing Director**

Nashik Mahanagar Parivahan Mahamandal Limited,

CITILINC Bhavan, Golf Club Ground

Trimbak Road, Nashik- 422 002

Ref. No.: Tender No. \_\_\_\_\_

Sub: Financial Bid for Tender for appointment of Chartered Accountant (CA) Firm for providing Accounting, Tax and other services to NMPML for 3 years.

Particulars	Rs. (In Figure) excluding GST	Rs. (In Words) excluding GST
Professional Fees for the 1 <sup>st</sup> (first) year of the Contract Period = A		

We/I declare that We/I have read the "RFP" as set out conditions and I confirm that the above quoted Professional Fee shall be fixed for the first year and is inclusive of all taxes excluding GST.

1. The Professional Fees per year for a period of 3 years shall be fixed at the amount quoted by the Bidder as the Professional Fee for the 1<sup>st</sup> (first) year.
2. Price adjustment on the Professional Fees doesn't apply for the duration of the Contract, i.e. 3 (three) years. However, if the contract duration is extended for another 2 years, based on the performance of the Agency during first 3 (three) years of the Contract, an annual escalation would be provided @ 5% every year for next 2 years only, i.e. the 4<sup>th</sup> and 5<sup>th</sup> Year.

Year	Professional Fee (INR)
1 <sup>st</sup> Year	A (Quoted Professional Fees)
2 <sup>nd</sup> Year	A (Quoted Professional Fees)
3 <sup>rd</sup> Year	A (Quoted Professional Fees)
4 <sup>th</sup> Year	A + 5% of A = B
5 <sup>th</sup> Year	B + 5% of A = C

3. In case there is any discrepancy between figures and words, the amount quoted in words shall be considered for evaluation.

*Request for Proposal for Selection of Chartered Accountant (CA) Firm for providing Accounting, Tax and other services to NMPML on Quality and cost-Based Selection (QCBS) for 3 years.*

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4. Breakup of Professional fees arrived upon by the Bidder is as follows:

Sr. No.	Item	Annual Rate (in Rs.)
1	Fixed Cost Component – Salary for Personnel deployed at NMPML (refer 1.1.33)	
2	Management and Overhead Cost	
3	<b>Total = A (Quoted Professional Fees)</b>	

5. The bidder should consider the scope of work and NMPML's requirement as per Clause No. 1.1 of this RFP.
6. The Bidder has considered the cost incurred for all items in the scope of work as per clause 1.1 in the management and overhead fees.

Yours faithfully,

SIGNATURE OF BIDDER WITH DATE & SEAL.

### Annexure-E: Technical Qualification Format

(To be submitted on Bidder's Letter Head)

To,

**Chairman and Managing Director**

Nashik Mahanagar Parivahan Mahamandal Limited,  
CITILINC Bhavan, Golf Club Ground  
Trimbak Road, Nashik- 422 002

Ref. No.: Tender No. \_\_\_\_\_

Subject: Technical Qualification Undertaking

1. With reference to your RFP document dated \_\_\_\_\_, I/we, having examined the RFP document and understood its contents, hereby submit my/ Bid for Qualification for the aforesaid project. The Bid is unconditional and unqualified.

Sr. No	Descriptions	Details
1.	Client Name	(To be filled by bidder)
2.	Types of Services: Year of Services: (From -To) with Month date and Year	(To be filled by bidder)
3.	Location of Services	(To be filled by bidder)
4.	Client Name Authorized Representative Address E: Mail Id	(To be filled by bidder)
5.	Turnover of Client in Number and Words	(To be filled by bidder)

2. I/We acknowledge that the Nashik Mahanagar Parivahan Mahamandal Limited will be relying on the information provided in the Bid and the documents accompanying such Bid for pre-qualification of the Bidders for the aforesaid project,

3. This statement is made for the express purpose of qualifying as a Bidders for the purposes of this Request for Proposal as mentioned in the aforesaid subject.

Sign of Authorized Representative

Date:

Place

(With seal of the Firm)

**Annexure-F: Bid Check List**

Sr. No	Details/ Reference	Required Document	Bidders Page No	Compliance
1	Clause 1.9: EMD	Rs. 10,000/- (Rupees Ten Thousand only)		Yes/No
2	Tender Fee	Rs.500 + GST + 99/- ( )		Yes/No
3	Annexure A: Bid Declaration Form	To be submitted by Bidder in Non-Judicial stamp paper of Rs. 500/-		Yes/No
4	Clause 1.4.1 (a)	Copy of Firm Registration Certificate (FRC) issued by The Institute of Chartered Accountants of India		Yes/No
5	Clause 1.4.1(d)	PAN details		Yes/No
6	Clause 1.4.1(e)	GST Certificate (if applicable)		Yes/No
7	Clause 1.4.3	FCA certificate of all Partners (atleast-2 partners)		Yes/No
8	Clause 1.4.2	Proof of electricity bill / Property Tax / Rent Agreement / Lease		Yes/No
9	Clause 1.4.5: PQ-1	1. Copy of Work Order <b>OR</b> Contract agreement. 2. Experience Certificate from client clearly stating project duration, types of services, amount paid for the services provided. 3. Annexure-E (duly signed with stamp, sealed by the bidder in company Letter Head)		Yes/No
10	Clause 1.4.5: PQ-2	1. Balance Sheets of Bidder for (FY: 2019-20, FY: 2020-21, FY: 2021-22) 2. Auditor Certification as per <b>Annexure-C</b> of this document		Yes/No
11	Clause 1.4.5: PQ-3	A self-declaration clearly stating that “the firm should not have any disciplinary matters pending with ICAI/RBI or any form” to be submitted on the letter head of the firm.		Yes/No
12	Clause 1.4.5: PQ-4	A self-declaration clearly stating that “barred/Blacklisted from appointment by any government and/or semi government entities” to be submitted on the letter head of the firm as per <b>Annexure-B</b>		Yes/No
13	Clause 1.5 Sl. No. 1	1. Copy of Work Order <b>OR</b>		Yes/No

*Request for Proposal for Selection of Chartered Accountant (CA) Firm for providing Accounting, Tax and other services to NMPML on Quality and cost-Based Selection (QCBS) for 3 years.*

		<p>Contract agreement.</p> <p>2. Experience Certificate or Work Completion certificate from client clearly stating project duration, types of services, amount paid for the services provided.</p> <p>3. Annexure-E (duly signed with stamp by the bidder)</p> <p><b>All the above documents submission are mandatory.</b></p>		
<b>14</b>	Clause 1.5 Sl. No. 2	<ul style="list-style-type: none"> <li>Balance Sheets of Bidder for (FY: 2019-20, FY: 2020-21, FY: 2021-22)</li> </ul> <p>Auditor Certification as per <b>Annexure-C</b> of this document.</p>		Yes/No
<b>15</b>	Clause 1.5 Sl. No. 3	The service bill /work order & realization of such bill / work order copy & job Completion certificate to be enclosed.		Yes/No
<b>16</b>	Clause 1.5 Sl. No. 4	Copy of work order / work completion certificate from the clients		Yes/No
<b>17</b>	Clause 1.5 Sl. No. 5	<ul style="list-style-type: none"> <li>Balance Sheets of Bidder for (FY: 2019-20, FY: 2020-21, FY: 2021-22)</li> <li>Auditor Certification as per <b>Annexure-C</b> of this document.</li> </ul>		Yes/No
<b>18</b>	Clause 1.5 Sl. No. 6	Copies of Qualification Certificates from recognised Institute/University and copies of letter of engagement as employee as the firm		Yes/No

### Annexure-G: Illustration of Bid Evaluation by Quality and Cost Based System

#### STAGE 1: Technical Bids Evaluation

Bidder details	Technical Marks (out of 100 marks)	Technical Score (TS) (T/HTM <sup>#</sup> x 100)
Bidder 1	90 - HTB	90/90 x 100 = <b>100</b>
Bidder 2	85	85/90 x 100 = <b>94.44</b>
Bidder 3	55*	-
Bidder 4	75	75/90 x 100 = <b>83.33</b>

<sup>#</sup>T - Technical Marks of Bidder; HTM- Highest Technical Marks

\*Since the eligible technical marks should be 70 & above, bidder 3 is non-responsive / rejected

#### STAGE 2: Financial Bid Evaluation

Bidder details	Financial Bid Amount	Financial Score (FS) (LFB/F x 100)
Bidder 1	1,30,000	100000/130000 x 100 = <b>76.92</b>
Bidder 2	1,20,000	100000/120000 x 100 = <b>83.33</b>
Bidder 4	1,00,000 - LFB	100000/100000 x 100 = <b>100</b>

\*LFB = Lowest Financial Bid, F = Quoted Amount

#### Consolidated Technical & Financial Score

Bidder details	Technical Score (TS)	Financial Score (FS)
Bidder 1	100	76.92
Bidder 2	94.44	83.33
Bidder 4	83.33	100

*Request for Proposal for Selection of Chartered Accountant (CA) Firm for providing Accounting, Tax and other services to NMPML on Quality and cost-Based Selection (QCBS) for 3 years.*

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**Stage 4: Combined Technical and Financial Score (CTFS) With Weightage 70:30**

<b>Bidder details</b>	<b>Applying weights for the Technical Score &amp; Financial Score (TS x 70/100 + FS x 30/100)</b>	<b>CTFS</b>	<b>Rank of the Bidder</b>
Bidder 1	$100 \times 70\% + 76.92 \times 30\%$	93.08	<b>H1</b>
Bidder 2	$94.44 \times 70\% + 83.33 \times 30\%$	91.11	H2
Bidder 4	$83.33 \times 70\% + 100 \times 30\%$	88.33	H3