PROPOSAL DOCUMENT

Request for Proposal (RFP) from Reputed Chartered Accountant Firms for Accrual-Based Double Entry Accounting and Preparation of Annual Financial Statements, for Chhatarpur Nagar Palika Parishad

CHHATARPUR NAGAR PALIKA PARISHAD,
CHHATARPUR (Madhya Pradesh)

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OFFICE OF THE NAGAR PALIKA PARISHAD CHHATARPUR, DIST – CHHATARPUR
Request for Proposal
Tender No. 523347_______________

NIT No.5170 Dated: 20.07.2026

Chhatarpur Nagar Palika Parishad invites request for proposals from Reputed Chartered Accountant firms (Partnership/LLP) for Accrual Based Double Entry Accounting and Preparation of Annual Financial Statements for Chhatarpur Nagar Palika Parishad for the FY- 2025-26.

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 23.07.2026, 10:30 to 07.08.2026, 17:30 on payment of non- refundable amount Rs. 2,000/- (Rs. Two Thousand Only). The EMD of the said work will be Amount Rs. 2,000/- (Rs. Two Thousand Only).

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

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.

KEY DATES

Purchase of Tender	23.07.2026, 10:30
Last date of submission of clarifications	NA
Last date of giving clarifications/ corrigendum	NA
Bid Submission Start Date	23.07.2026, 10:30
Last date of submission of bid	07.08.2026, 17:30
Opening of technical bid	10.08.2026, 11:00
Opening of financial bid	To be intimated later to technically qualified bidders

CHIEF MUNICIPAL OFFICER, NAGAR PALIKA PARISHAD CHHATARPUR (M.P.)

Definitions:

(1) "Agreement" means the agreement between the successful bidder and Nagar Palika Parishad Chhatarpur 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 Parishad Chhatarpur 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.

Information to Bidder

Introduction

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, Chhatarpur Nagar Palika Parishad intends to take regular operational support of reputed firm of Chartered Accountants in this regard.

The broader objectives of the assignment are:

- To further strengthen accounting so as to have better financial discipline and internal controls.
- To get support from the selected bidder in respect of Income Tax and GST related compliances.
- To get technical and operational support to the Nagar Palika Parishad to sustain ABDEAS

- To get timely recording of transactions and preparation of financial statements
- To get MIS reports ready as required by the State or Central Govt.
- 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.
- To get timely and technical and operational support in SAP.

Scope of work:

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

Financial Year 2025-26: **The scope of work for FY – 2025-26 includes but is not limited to the following:**

Accounting and Bookkeeping

- Entry of all accounting transactions/vouchers in the accounting software.
- Maintenance and regular updation of all books of accounts, in accounting software, including:
  - Accounting ledgers and subsidiary ledgers relating to taxes, user charges, fees, and other receipts.
  - Payroll accounting, including pension accounting, staff welfare schemes, leave encashment, gratuity, and other employee benefits.
  - Works ledgers, including accounting and compliance relating to statutory deductions such as Income Tax, GST, royalty, labour cess, and other applicable deductions.
- Accounting of all revenue collections including taxes, user charges, fees, rents, and other municipal revenues.
- Preparation of quarterly Trial Balance and related schedules.
- Identification and accounting of prepaid expenses, outstanding expenses, accrued income, and income received in advance.

Grants and Fund Accounting

- Proper accounting and monitoring of grants in accordance with the terms and conditions/covenants of each grant.
- Identification and tracking of fixed assets created out of specific grants.
- Reconciliation of scheme-wise and grant-wise records.

Bank Reconciliation and Adjustments

- Reconciliation of all bank accounts and obtaining balance confirmations to ensure accuracy of manual and comp-uterized books of accounts.
- Passing of necessary accounting entries/adjustments arising out of reconciliation.
- Items appearing in reconciliation statements as on 31.03.2025 shall be cleared by the ULB and shall remain outside the scope of the selected bidder.

Fixed Assets and Capital Work Accounting

- Accounting and monitoring of Capital Work in Progress (CWIP), including:
  - Adjustment for completed and ongoing works/contracts.
  - Capitalization of completed assets.
  - Transfer of CWIP to fixed assets.
  - Calculation and accounting of depreciation.

- Review of existing fixed asset records and current year transactions for proper segregation between capital and revenue expenditure.
- Guidance for updating fixed asset registers and inventory records.
- Calculation and accounting of depreciation on fixed assets as per prescribed accounting policies.

Accounting Software and Financial Reporting

- Management and maintenance of accounting software including:
  - Opening balance verification and updation.
  - Generation of financial statements.
- Preparation of Annual Financial Statements on accrual basis in accordance with applicable accounting standards, accounting manuals, and government guidelines.
- Compilation and consolidation of departmental budgets for preparation of Annual Budget.
- Maintenance and updation of key financial information required for evaluation of financial performance and improvement in collection efficiency of taxes, user charges, and other revenues.
- Ensuring adherence to the prescribed Chart of Accounts, accounting policies, forms, procedures, and guidelines under MPMAM/ABDEAS.

Deliverables	Due Date	Contents
Annual Financial Statements (FY 2025-26) and other scope of work for 2025-26.	**3 Months 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.**

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 Parishad Chhatarpur.

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**	**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 Palika 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 Palika Parishad during its work.
- The reports/ output generated by the CA Firm would be the property of The Nagar Palika 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:

1. Firm should be a chartered accountant firm recognized by the Institute of Chartered Accountants of India with minimum existence of 10 years as on 01.04.2026.
2. Firm should have its head office at Madhya Pradesh as on 01.04.2026.
3. Firm should have been registered with GST
4. The firm should have permanent account number under Income Tax Act / Rules.
5. The firm should be a Partnership Firm with at least two fulltime partners.
6. Firm should have a DISA and Public Finance & Government Accounting qualified partner.
7. The firms should have been well versed with Municipal Accounting Norms and the MPMAM. The Firm should have undertaken Municipal accounting, Budget and Taxation work for at least 10 ULB's.
8. Firms should have experience of working with Government/ULB (Department of State/Central Govt. PSU'S/other Government undertakings).
9. 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)
10. Firm should have capability to execute this assignment in term of IT infrastructure, team infrastructure.
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 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 01/04/2026. 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

S.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 10 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 Title;1	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 – Annexure I, II, III, IV and RFP document with sign and seal on each page. (Only Online)

Part-III - bid shall contain only Annexure V {professional fee (Only Online)} the firm should quote Fixed Professional Fee on Lump-sum basis for the entire assignment in Annexure-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.

General 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 Parishad Chhatarpur. 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 each periods 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.

Annexure-I

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

S.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 MPAM. The firm should have undertaken municipal accounting, budget and Taxation work for at least 10 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. 2023-24, 2024-25, 2025-26 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**

Annexure-II

DETAILS OF BIDDER

S.No.	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.

Annexure-III

Proposed Team to be Deployed

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

Note:-

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

Annexure-IV

Financial Details

Financial year	Professional receipt (Amt-Rs. in Lac)	Document to be submitted for verification
2023-24		Audited Annual Accounts/ Certificate of a practicing CA Firm
2024-25		Audited Annual Accounts/ Certificate of a practicing CA Firm
2025-26		Audited Annual Accounts/ Certificate of a practicing CA Firm

Annexure-V

Professional Fee for Accrual Based Double Entry Accounting and Preparation of Annual Financial Statements for the Chhatarpur Nagar Palika Parishad

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 for the Chhatarpur Nagar Palika Parishad as per scope of work defined in the RFP document for FY 2025-26 (Estimated Fees Rs. 2.00 Lakhs)	**Amount in Rs. ....** **(In words _______________ ___________________________)**

|| AFFIDAVIT ||

(To be Contained in Envelope A)

(On Non-Judicial Stamp of Rs. 100)

I/we ______________________________who is/ are ______________(status in the firm/ company) and competent for submission of the affidavit on behalf of M/S ______________________________(contractor) do solemnly affirm an oath 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)

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 नगर पालिका परिषद छतरपुर (म.प्र.)

क्रमांक/5170 /लेखा शा./न.पा.छ./2026

छतरपुर दिनांक 20-07-2026

//निविदा सूचना//

निम्नलिखित कार्य हेतु केन्द्रीयकृत प्रणाली में पंजीकृत ठेकेदारों से ऑनलाईन निविदायें आमंत्रित की जाती हैं। निविदा का विस्तृत विवरण वेबसाइट https://mptenders.gov.in पर देखा जा सकता है।

क्रं.	टेण्डर क्रमांक जारी दिनांक	कार्य का नाम	कार्य की समयावधि एवं लागत	निविदा प्रपत्र का मूल्य एंव EMD	निविदा की अंतिम तिथि
1	2	3	4	5	6
1	523347 23.07.2026	invites request for proposals from Reputed Chartered Accountant firms (Partnership/ LLP) for Accrual Based Double Entry Accounting 0 and Preparation of Annual Financial Statements for Chhatarpur Nagar Palika Parishad for the FY- 2025-26	03 Month 200000/-	2000/- 2000/-	07.08.2026

नोटः– निविदा से संबंधित किसी भी प्रकार के संशोधन का प्रकाशन ऑनलाईन https://mptenders.gov.in की वेबसाईड पर ही किया जावेगा, पृथक से समाचार पत्र में प्रकाशन नहीं किया जावेगा।

मुख्य नगर पालिका अधिकारी
नगर पालिका परिषद छतरपुर

पृ.क्रमांक/5171 /लेखा शा./न.पा.छ./2026

छतरपुर दिनांक 20-07-2026

प्रतिलिपि :–

1. संपादक दैनिक समाचार पत्र .... की ओर कम से कम जगह मे प्रकाशन करने पर जिसका भुगतान राशि रू....................... का किया जावेगा, प्रकाशन की दो प्रतियां बिल के साथ प्रेषित करने का कष्ट करें।
2. संपादक दैनिक समाचार पत्र .... की ओर कम से कम जगह मे प्रकाशन करने पर जिसका भुगतान राशि रू....................... का किया जावेगा, प्रकाशन की दो प्रतियां बिल के साथ प्रेषित करने का कष्ट करें।

मुख्य नगर पालिका अधिकारी
नगर पालिका परिषद छतरपुर

Sign

Digita
MAD
Date:
Locat
Prade