



BHAVNAGAR MUNICIPAL CORPORATION

Request for Proposal

RFP NO.: BMC/Account/2016-17/A-1

**Request for Proposal for Appointment of a
Chartered Accountant/Cost Accountant Firm for
Developing Accrual based Double entry Accounting system,
Preparation of Standard Comprehensive Municipal Accounts
Manual, Full Transmission of current accounting system to
Accrual based system within 3 Financial Years and Developing
and/or Implementing Accounting Software at Bhavnagar
Municipal Corporation of Gujarat**

**Accounts Department
Bhavnagar Municipal Corporation
Bhavnagar**

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Letter of Invitation of Proposals

**Bhavnagar Municipal Corporation
Bhavnagar, Gujarat.**

To, _____

Subject: Request for Submitting Proposal for Appointment of a Chartered Accountant/Cost Accountant Firm for Developing Accrual based Double entry Accounting system, Preparation of Standard Comprehensive Municipal Accounts Manual, Full Transmission of current accounting system to Accrual based system within 3 consecutive Financial Years as well as Developing and/or Implementing Accounting Software at Bhavnagar Municipal Corporation of Gujarat

The Government of Gujarat, as a part of its intention to strengthen the Financial Capacities, Accounting System and Management Information System of its Municipalities, has decided to Introduce Accrual Based Double Entry Accounting System in municipalities of Gujarat in 2004. Also some of the Municipal Corporations of Gujarat have already shifted to accrual based accounting system and are getting good results. The NATIONAL MUNICIPAL ACCOUNTS MANUAL is also submitted to Gujarat Government for betterment.

In order to uniformly and efficiently introduce the proposed accrual based, computerized double entry accounting system in Bhavnagar Municipal Corporation, RFPs are being invited hereby.

The Annual Account work based on Cash based Accounting System for F.Y.2014-15 has been already completed using present system software except bank reconciliation.

1. Invitation:

In this context, BMC invites RFP from the qualified & eligible CA/ICWA firms to carry out the work of Accrual Based Double Entry (ABDE) Accounting System in Bhavnagar Municipal Corporation by online tenders. The bidders shall submit their online offers on <https://bmc.nprocure.com>. To get effective & competitive quality in public interest, BMC decided to invite the RFP to enable CA & ICWA (Cost Accountant) Firms to participate and provide excellent services to achieve the goals & objectives of the project.

Along with the RFP, the Earnest Money Deposit amounting to Rs.50,000/- (Rupees Fifty Thousands only) and Tender Fees of Rs.1,500/- (Rupees Fifteen Hundred only) shall have to be paid in form of separate Demand Drafts/Cheque of any Scheduled Nationalized Bank except Co-operative Bank. The DD/Cheque shall be in favor of "Commissioner, Bhavnagar Municipal Corporation" payable at Bhavnagar.

2. Scope of Work:

The Firm is responsible for 1) preparing comprehensive accounting manual, 2) implementing ABDE Accounting System, 3) deciding suitable Accounting Software for BMC & implementing the same **and** 4) transmit entire present accounting to ABDE Accounting System within the period of 3 consecutive financial years, etc in accordance with the Work order as amended from time to time by BMC in order to fulfill the Goals, Objectives and Strategies of Project. Detailed information is given in the Scope of Work (SoW) and Terms of Reference (ToR) of this document.

Note: The CA/ICWA firm may tie-up/sub-contract/sub-let the software related scope of work to any other IT firm/company. But, Bhavnagar Municipal Corporation (BMC) will not be concerned/communicate/responsible for any aspect about such tie-up/sub-contract/sub-let arrangement. The BMC will be concerned about result oriented performance only from CA/ICWA firm. The CA/ICWA firm will be sole responsible for any consequences/delays/penalties, etc arising out of such tie-up/sub-contract/sub-let. The bidders are, hereby, informed that BMC is allowing such tie-up/sub-contract/sub-let facility only for software related scope of work so that the ultimate goal of getting successful sustainable software (suitable to BMC) can be achieved and maximum bidders can participate. BMC will not have any role/responsibility towards any IT firm/company and will not entertain any excuses of CA/ICWA firm for any consequences/delays/penalties, etc due to non-performance/part-performance/delays etc by any IT firm/company.



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3. **Request for Proposal (RFP):**

You are instructed to examine all terms and instructions contained in these documents. If you consider or have doubt that your firm does not have all the minimum qualification or similar experience/expertise for the assignment, please don't quote. (The bidders must get their doubts resolved upto pre-bid meeting. After that BMC's decision shall prevail without giving any reasons.) The entire RFP process must include Financial Bid. The majority of the key professional proposed to put for the job must be partner or permanent employee or should be associated with the firm on long term basis. A good working knowledge of Gujarati is essential for key professional staff of this assignment. Failure to provide all requested information will be at your risk and may result in rejection of your offer.

4. **Pre Bid Meeting:**

For any queries/clarification, Pre-bid meeting has been arranged on **Dt.26/07/2016** at 11:00AM. The bidders are instructed to ensure that their queries relating to the tender/assignment would **reach** Accounts Department, BMC **before Dt.24/07/2016 in writing.** **The format of queries is attached as Annexure-8. The same is to be sent to BMC before Dt.24/07/2016 & also with technical bid documents.**

Note:

- a) The queries received after pre-bid meeting **shall not be entertained at all** & bidders have to bid on their own best judgment. No explanation for bidder's own judgment shall be considered by BMC at the time of evaluation.
- b) The interpretation of different terms of this tender document shall be done in general & not in particular. No supporting evidences for different interpretation shall be entertained.
For example, for this tender, PAT (Profit after Tax) shall be considered to be Profit after deducting all expenses for which deduction is claimed for tax purpose i.e. Taxable Profit less Tax **as per income tax returns**. It shall be bidders' responsibility to get any query resolved relating to interpretation in the pre-bid meeting itself.
- c) **Any undesirable approach/means at any point of time during the tender process shall result in immediate disqualification of the bidder from the tender process.**

5. **Offer Evaluation:**

The following procedure will be adopted in evaluating offers as explained in tender document. The offer must be in two separate parts viz.

- (i) Request for Proposal (Technical Bid) and
- (ii) Financial Bid (Commercial Bid)

- a) **Technical Bid:** For RFP (Technical Bid), the firm has to submit all the supporting documents online (scanned copies) as well as physically in sealed cover as per mentioned procedure. The bidder shall submit all the required Annexures as attached in the tender document and all the required supporting evidences in the same manner as mentioned in the tender document. Failing to do so; the offer may be considered for rejection outright by BMC. The sealed covers of Technical Bid will be opened for evaluation of qualified bidder prior to opening of online Financial Bid.

RFP Evaluation: On the basis of submitted Technical Bid, the evaluation will be done as per the attached evaluation sheet.

- b) **Financial Bid:** Only those financial bids shall be opened online who qualify as per criteria of RFP evaluation sheet. The work shall be assigned to the lowest financial bidder out of the qualified bidders. Using due professional expertise & experience, the firm shall decide which software would be implemented at BMC & bid accordingly with full clarity about own approach for the project.



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6. Award of Work:

The work will be awarded to the qualified and successful firm with the lowest financial bid as above. However, the Commissioner or designated Authority in this behalf has right to accept or reject offer of any or all agencies without assigning reason thereof. The authority can ask for the clarification/justification to the L-1 before the award of work, and if authority is not satisfied with the explanation; work cannot be awarded to the L-1 bidder.

7. Contact Details:-

Chief Account Officer,
Accounts Department,
Bhavnagar Municipal Corporation,
Bhavnagar.

Phone No.- (0278)2514300

Email ID - account@bmcgujarat.com , cao.bmc@gmail.com

- 8.** BMC invites Online-Bids for the above mentioned work from qualified bidder by Online Tendering only. The **online bids** should be received on (n)Procure website latest by **Dt.16/08/2016** before 06.00 pm. To avoid last minute rush, it is advisable to bid as soon as possible.

Thanking you,

**Chief Account Officer,
Account Department,
Bhavnagar Municipal Corporation,
Bhavnagar.**



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Data Sheet

1	Name of work	Bhavnagar Municipal Corporation invites proposals to appoint a Chartered Accountant/Cost Accountant Firm for Developing Accrual based Double entry Accounting system, Preparation of Standard Comprehensive Municipal Accounts Manual, Full Transmission of current accounting system to Accrual based system within 3 consecutive Financial Years <u>as well as</u> Developing and/or Implementing Accounting Software at Bhavnagar Municipal Corporation of Gujarat
2	Descriptions and the objectives of the Assignments	Implementation of sound Financial Management System, accounting system as per Accrual based Double Entry Accounting System and related Data management work as per NMAM/GMAM & all other statutes in BMC along with its adoption & actual training and Developing and/or Implementing Accounting Software along with modifications/integrations, etc. with present modules of BMC upto the level of result oriented self satisfaction
3	Language of documentation	English & Gujarati
4	Working knowledge of a Specified Language (Specifically for Junior level Staff)	Gujarati
5	Language of Reporting	Gujarati and English as desired by BMC
6	Currency for payment of consultancy fees	Indian Rupees
7	Address of submission of offer	Chief Account Officer, Accounts Department, Bhavnagar Municipal Corporation, Bhavnagar.
8	Last date and time of online bid submission	Up to 06:00 p.m. of Date 16/08/2016
9	Bid Validity period	120 days
10	Tender Fee	Rs.1,500/- (Rupees One Thousand Five Hundred only) in form DD/Cheque of Nationalized Scheduled Bank (Co-operative bank will not be allowed)
11	EMD	Rs.50,000/- (Rupees Fifty Thousand only) in form DD/Cheque of Nationalized Scheduled Bank (Co-operative bank will not be allowed)
12	Security Deposit payable within 1 month from assignment of the work order	5 % of the Contract amount in form DD / Bank Guarantee of Nationalized Schedule Bank (Co-operative bank will not be allowed)
13	Online Submission of e-tender (Technical & Financial Proposal)	Dt.15/07/2016 to Dt.16/08/2016 upto 06:00 p.m.
14	Request for proposal (RFP) download last date	Upto Dt.16/08/2016 upto 06:00 p.m.
15	Pre Bid Meeting	On Dt.26/07/2016 at 11:00 AM at Deputy Commissioner (Admin)'s office, BMC at Bhavnagar
16	Submission of RFP document/Tender fee, Bid Security Deposit <u>and</u> Technical proposal in Physical Form by Regd AD/Speed Post	On or before Dt.23/08/2016 upto 6:00 p.m.
17	Opening of Preliminary & Technical Proposal	Dt.24/08/2016 at 12:00 p.m.

For more details please visit website: www.nprocure.com & www.bmcgujarat.com

Note:-

- All Technical details shall be submitted in Online as well as in Physical Form.
- Financial proposal shall be submitted **Only Online** on <https://bmc.nprocure.com> .



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Notice for intending RFP

1. BMC is inviting tenders for Appointment of a Chartered Accountant/Cost Accountant Firm for Developing Accrual based Double entry Accounting system, Preparation of Standard Comprehensive Municipal Accounts Manual, Full Transmission of current accounting system to Accrual based system within 3 consecutive Financial Years as well as Developing and/or Implementing Accounting Software at Bhavnagar Municipal Corporation of Gujarat. To get effective & competitive quality, BMC has decided to invite the RFP to enable more CA/ICWA Firms to participate and provide excellent services to achieve the goals & objectives of the project.
2. **Name of Work**: Development of Accrual based Double entry Accounting system, Preparation of Standard Comprehensive Municipal Accounts Manual, Full Transmission of current accounting system to Accrual based system within 3 consecutive Financial Years as well as Developing and/or Implementing Accounting Software at Bhavnagar Municipal Corporation of Gujarat in accordance with the SoW & ToR and work order as amended from time to time by BMC in order to fulfill the Goals, Objectives and Strategies of Project.
3. The work is to be carried out for 3 years from the date of work order which shall be followed by 1 year of AMC period. It has to be carried out as described in TOR/SOW (Scope of work) & provisions made in this RFP.
4. The Firm shall be deemed to have full knowledge of the role and responsibilities of the work, where works to be carried out, whether it inspects them physically or not.
5. Firm shall submit its RFP in sealed covers as described below within stipulated time without fail and failing to do so; its tender shall be liable for rejection outright.

TECHNICAL BID :-

The Tenderer shall have to submit Technical Bid with related scanned documents "On Line" through n-procure website and "Hard Copy" through RPAD / Speed Post.

This cover shall contain following:

- 1) Demand Draft/Cheque of Rs.50,000/- (Rupees Fifty Thousand Only) of any Nationalized Scheduled Bank in favour of Municipal Commissioner, BHAVNAGAR Municipal Corporation at BHAVNAGAR to be forwarded towards EMD.
- 2) Demand Draft/Cheque of Rs.1,500/- (Rupees One Thousand Five Hundred Only) of any Nationalized Scheduled Bank in favour of Municipal Commissioner, BHAVNAGAR Municipal Corporation at BHAVNAGAR to be forwarded towards non refundable Tender Fee.
- 3) Forwarding letters along with all supporting documents and Annexures for Technical Bid.
- 4) Bidder is not allowed to mention rates in Technical Bid. All the Technical bid pages must be **in spiral binding**, numbered, duly sealed & signed. This cover must be superscripted as "Tender Bid No., Name of Work, Department, Date of Opening". The firm shall invariably write his name, address, name of work, tender details on this envelope and seal it properly.

PRICE BID :-

Price Bid SHALL NOT BE ACCEPTED SEPERATELY IN HARD COPY by Bhavnagar Municipal Corporation by post or personally. The Price Bid shall be submitted through the website of nprocure only. The bidder who had completed the formalities of registration with the agency "nprocure" are only eligible to quote the price bid of this tender through the web site <https://www.nprocure.com> within the stipulated time limit mentioned in the tender document/advertisement.

7. **The Envelops shall be opened by following opening procedure of the Tenders:**
 - a. Envelope for the Scrutiny of the Technical Bid Documents- The Technical Bid Document shall be thoroughly scrutinized by the authority. The data and information furnished by the Firm shall be evaluated on the basis of Technical capability, financial capacity and work experiences, etc. as per tender terms.
 - b. In the case, if the Technical Bid document of any Firm/s falls short of any Document/attachment/annexure or incomplete experience evidences with their all supporting documents, etc. then his/their **tender shall be liable for rejection out right.**



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- c. Financial Bid of only those agencies shall be opened online who score minimum 60 marks as per the evaluation sheet mentioned in the tender document.
 - d. After opening of Technical Bid document and Financial Bid, the final decision and approval for the acceptance letter shall be given by the Commissioner/Committee/designated authority.
8. **The following details are required in RFP document:**
- a. The Technical Bid Document Envelop shall be accompanied by Earnest Money Deposit of Rs.50,000/-(Rupees Fifty Thousands only) and Tender Fees of Rs.1,500/-(Rupees Fifteen Hundred only). The Firm must pay Tender Fees and Earnest Money Deposit in the form of Demand Draft/Cheque issued in favor of "Commissioner, Bhavnagar Municipal Corporation, Bhavnagar". Tender Fees and Earnest money in any other form other than specified above shall not be accepted.
 - b. Firm shall show its financial capability with required documents. The details of which shall be declared on the Annexures. The Firm failing to submit/furnish these details may be out-rightly **disqualified** and no dispute thereof shall be entertained at any time. The interpretation of different terms of this tender document shall be done in general & not in particular. It shall be bidders' responsibility to get any query resolved relating to interpretation of entire tender document in the pre-bid meeting itself.
9. Submission of RFP document by a Firm shall mean that he has read this notice, RFP documents and has made himself/herself aware of the scope of work and terms and conditions of the work to be done, material to be supplied etc. that may be required by firm in carrying out the work, local conditions, laws and bylaws, orders, circulars & accounting manuals of the Government, BMC and other factors bearing influence on the execution of the service so proposed.
10. The physical documents of RFP must be sent by Registered Post A. D. / Speed Post only. The RFPs received after stipulated time shall not be accepted by the BMC. Such RFP documents, if received after the stipulated time, will not be opened and will stand rejected.
11. **RFP offer shall stand rejected if:**
- a. Firm proposes any alternation in the work specified or any conditions or corrections made in the ToR.
 - b. Any eraser is made in the RFP unauthenticated or any page or a page is/are removed or replaced.
 - c. Firm shall submit the RFP which does not satisfy each and every condition laid down in the notice and RFP documents, failing which the RFP will be liable for rejection.
 - d. Firm's RFP containing conditions shall be liable for rejection out rightly without assigning any reason for the same.
 - e. Stipulates the validity period less than what is stated in the form or tender.
 - f. Stipulates its own conditions.
 - g. Does not fill in and sign the RFP form as well as annexure, specifications etc.
 - h. Does not pay the Earnest Money Deposit by Demand Draft/Pay order with RFP document.
 - i. Does not submit the tender before the stipulated time and specified date in the Office of The Commissioner, Bhavnagar Municipal Corporation, Bhavnagar.
 - j. Does not attach the required documents.
 - k. All pages of RFP tender documents are not initialed by the Firm.
 - l. Inviting request for proposal shall be a part of the RFP documents.
 - m. **Any undesirable approach/means at any point of time during the tender process shall result in immediate disqualification of the bidder from the tender process.**
12. The successful Firm(s) shall be required to enter into the agreement with BMC after the acceptance letter is issued. The work order will follow after the execution of the agreement.
13. Commissioner or designated Authority reserves the right to open or not to open any or all RFP document without assigning any reason thereof.
14. The Commissioner may nominate minimum three persons team who is authorized/technically qualified to rate the tender document submitted by the firms.



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Preliminary Definitions

1. "Act" means The Municipal Act and Bombay Provincial Municipal Corporation Act, 1947.
2. "Accounting Code" means Gujarat Municipal Account Code as time by time in force.
3. "AB-DEAS" means Accrual Based Double Entry Accounting System.
4. "AMC" means Annual Maintenance Contract.
5. "Applicable Laws" means all laws, promulgated or brought into force and effect by the Government of Gujarat or the Government of India including rules and regulations made there under, and judgments, decrees, injunctions, writs and orders of any court of record, as may be in force and effect during the subsistence of this Agreement.
6. "Arbitration Act" means the Arbitration and Conciliation Act, 1996 and shall include modifications to or any re-enactment thereof as in force from time to time.
7. "Accounting Year" means the financial year commencing from 1st April of any calendar year and ending on 31st March of the next calendar year.
8. "Agreement" means this Agreement, Schedules, condition, documents and any amendments thereto made In accordance with provisions contained in this Agreement.
9. "BMC" means Bhavnagar Municipal Corporation.
10. "Breach" means a breach by either Party of any of its obligations in this Agreement which shall be deemed to have adverse effect to the proposed service.
11. "C&AG" means Comptroller and Auditor of General of India.
12. "Contract" means Schedules, condition, documents and any amendments thereto made in accordance with provisions contained in RFP, ToR, Letter of acceptance, work order etc.
13. "Chartered Accountant" means Chartered Accountant registered with the ICAI.
14. "Cost Accountant" means Cost Accountant registered with the Institute of Cost Accountants of India (Erstwhile ICWAI)
15. "Data" shall mean the information in relation to the Bhavnagar Municipal Corporation or of other organization as decided by BMC and made available to the Firm for the project.
16. "ICAI" means Institute of Chartered Accountant of India
17. "ICWAI" means Institute of Cost Accountants of India (Erstwhile the Institute of Cost & Works Accountants of India)
18. "GoG" means Government of Gujarat.
19. "GOI" means Government of India.
20. "Municipality" means municipality constituted under the Municipal Act.
21. "Municipal Corporation" means Municipal Corporation constituted under the Bombay Provincial Municipal Corporations Act, 1949.
22. "NA" Not Applicable
23. "Report" means Reports or Statement
24. "RFP" Request for Proposal
25. "Team Leader" means Principal Chartered Accountant/Cost Accountant of the Firm.
26. "Termination" means termination of the Contract or work order.
27. "Firm" means Chartered Accountant/Cost Accountant Firm/Firms.

Note: The abbreviations ICAI & ICWAI are used only for better understanding & clarity purpose of this tender document. No dispute shall be entertained in this behalf.



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Minimum Qualification Criteria

Firm's eligibility for pre-qualified agencies will be evaluated based on the following parameters and marking pattern.

- A) Financial Criteria and
- B) Technical Criteria

Financial Criteria:

1. The annual turnover **in each of** the last three financial years i.e. 2012-13, 2013-14 and 2014-15 should not be less than Rs.50 Lakhs.
[Attach copy of the **Audited Annual Accounts** for the same]
2. The Net cash Accruals (PAT+ Depreciation) of the firm should be at least 20 lakhs **in each of** the last 3 years as above. PAT and Depreciation must be considered as defined in Annexure-5.
[Attach copy of the **audited income tax return** with Net Cash Accruals computation as shown in **Annexure-5** for the same]

Technical Criteria for CA/ICWA firm:

3. The bidder must be registered with The Institute of Chartered Accountant/Cost Accountants of India (ICAI/ICWAI) and having certificate of practice to work as Chartered Accountant/Cost Accountant. [Attach copy of the firm registration certificate]
4. The firm must be in existence since atleast 15 years. (Attach copy of proof for the same)
5. The firm must be having minimum 2 Fellow Chartered Accountant/Cost Accountants as partner as per certificate of practice from ICAI/ICWAI as at 01.01.2016. (Attach copy of proof for the same)
6. The Team leader for the project must have at least 15 Years of Experience as practicing Chartered Accountant/Cost Accountant. He must possess ISA (Information System Audit) qualification [CISA **or** DISA for CA **or** Diploma in IS Audit & Control for ICWA] and knowledge of regional language Gujarati as well. (Attach copy of proofs for the same)
7. The firm having experience of **establishing & implementing** Accrual Base Double Entry Accounting System of **at least TWO assignment** (Preferably in last 4 years i.e. during the period from 1.4.2012 up to the date of submission of bid) in Government Organization / ULB / Corporation / Govt. undertaking / Govt. Companies. (Attach copy of the work orders/proofs for the same)
8. The firm having Experience of **developing and implementing** such new Software or Versions involving Double Entry Accounting work with 3-tier architecture with .NET technologies as per "**Terms and conditions for software**" **and** SQL as a back end involving all the phases of SDLC (Software Development Life Cycle) **or** providing/installing/**implementing** **Own developed/customized** Web Based Accounting Application **or** implementing/customising/integrating **Tally ERP** for **atleast TWO** Government Organization/Department according to their requirements.

Note: The CA/ICWA firm may tie-up/sub-contract/sub-let the software related scope of work to any other IT firm/company. Accordingly such CA/ICWA firm has to **submit experience evidences of such IT firm/company** along with their commitment to enter into such tie-up/sub-contract/sub-let arrangement. In such case, software experience of only IT firm/company shall be taken into account.

(Attach copy of pair of work orders/proofs **and** completion certificates/successful system certificates of such assignments).
9. The Firm should have the qualified staff to work on **Tally Software/any web based accounting software/any other software for Accounting**. Firm have to submit the details of Team Leader & staff with their qualification and certificates of Information System Audit.
10. The firm should have Head/Branch office in India and must provide declaration for setting up/existing its branch/unit at Bhavnagar for the project period.



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Technical Criteria for IT firm/company:

(If CA/ICWA firm opts for tie-up/sub-contract/sub-let the software related scope of work to any IT firm/company)

1. Copies of original documents defining constitution of the IT firm/company.
[Attach certified copies by CA/ICWA firm **and** the proprietor/designated partner/executive director of the IT firm/company]
2. The IT firm/company must have **average** annual turnover of Rs.50 Lacs during last 5 years. (CA approved certificate need to be provided.)
3. The IT firm/company must have experience of **developing and implementing** such new Software or Versions involving Double Entry Accounting work with 3-tier architecture with .NET technologies as per terms and conditions for software **and** SQL as a back end involving all the phases of SDLC (Software Development Life Cycle) **or** providing/installing/**implementing Own developed/customized** Web Based Accounting Application **or** implementing/customising/integrating **Tally ERP** for **atleast TWO** Government Organization/Department according to their requirements.
(Attach copy of pair of work orders/proofs **and** completion certificates/successful system certificates of such assignments).
4. The IT firm/company must be in existence since atleast 5 years. (Proof of Constitution must contain visible date of registration)
5. Total number of employees on payroll of the IT firm/company MUST be atleast 25. (Self attested proof with sign & stamp need to be provided.)
6. Staff details of IT firm/company specifically allotted for the project in a tabular format as follows.

Sr.No.	Name	Designation in the company	Designation for the project	Qualification	Years for which associated with IT firm/company	Total Professional Experience in years

Note: "Designation for this project" should be classified as project manager, Team leader, Developer, Tester, etc. as per mutual agreement between CA/ICWA firm and the IT firm/company.

7. PAN No. of the IT firm/company (Attach proof)
8. Provident Fund Registration No. of the IT firm/company (Attach proof)
9. List of software related experience in tabular format as follows. (with detail like Name of Project, Client Name, Start Date, Work Completion date, Small description of work and its features/functionality)

Sr.No.	Client Name	Name of Project	Start Date	Work Completion Date	Small Description of work with features/ functionality	Work order and Completion certificate attached ?	If (7) is yes then page number reference <u>in technical bid spiral</u>
1	2	3	4	5	6	7	8

Note:

1. As BMC does not have role/responsibility in tie-up/sub-contract/sub-let arrangement for software related scope of work, the evaluation of IT firm/company shall be done **only for technical eligibility** purpose. Based on this evaluation, CA/ICWA firm shall be allotted marks **only** in "Evaluation Sheet of CA/ICWA firm, Part-B, Technical Criteria, Point 3)" from valid experience evidences of the IT firm/company.
2. If applicable, it is compulsory for both, the CA/ICWA firm and IT firm/company to have **Provident Fund registration**. In absence of the same, declaration of non-applicability shall be mandatory.
3. The CA/ICWA firm has to submit their commitment to enter into such tie-up/sub-contract/sub-let arrangement with the IT firm/company. (Attach Commitment Copy)



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Evaluation Sheet of CA/ICWA Firm

Request for Proposal (RFP) Evaluation procedures shall consist of marking system only for CA/ICWA firm. Marks shall be allotted on the following basis:

Sr. No.	Criteria Item	Marking Options	Marks	Maximum Marks
A)	Financial Criteria			
1)	The annual turnover in each of the last three financial years i.e.2012-13, 2013-14 and 2014-15 should not be less than Rs.50 Lakhs.(Note: Refer General Terms & Condition(for Evaluation), point 1) [Attach copy of the Audited Annual Accounts for the same]	i) Rs.50 lakhs to Rs.100 lakhs	5	10
		ii) More than Rs.100 lakhs	10	
2)	The Net cash Accruals (PAT+ Depreciation) of the firm should be at least 20 lakh in each of the last 3 years as above. (Note: refer General Terms & Condition(for Evaluation), point 1) [Attach copy of the audited income tax return with PAT computation for the same]	i) Rs.20 lakhs to Rs.50 lakhs	5	10
		ii) More than Rs.50 lakhs	10	
B)	Technical Criteria			
1)	Years of in existence of the CA/ICWA firm as on 01.01.2015 [Attach copy of the firm registration certificate]	15 to 25 Years	10	15
		More than 25 Years	15	
2)	Experience of establishing & implementing Accrual Base Double Entry Accounting System of at least TWO assignment (Preferably in last 4 years i.e. during the period from 1.4.2012 up to the date of submission of bid) in Government Organization / ULB / Municipal Corporation / Govt. undertaking / Govt.Companies) [Attach copy of the work orders/proofs for the same] (Note: refer General Terms & Condition(for Evaluation), point 1)	2.1 i) Atleast 2 assignments done before last 4 years ii) Atleast 2 assignments done in last 4 years	10 15	20
		2.2 More than 2 successful assignments done before last 4 years	15	
		2.3 More than 2 successful assignments done in last 4 years	20	
3)	Experience of developing and implementing new Software or Versions involving Double Entry Accounting work in .NET technologies as per terms & conditions for software and SQL as a back end involving all the phases of SDLC (Software Development Life Cycle) or providing/installing/ implementing Own developed/ customized Web Based Accounting Application or implementing/customising/ integrating Tally ERP for atleast TWO Government Organization/Department according to their requirements. [Attach copy of pair of work orders/proofs and completion certificates/successful system certificates]	Atleast 2 Government Organization/ Departments	10	20
		3 to 4Government Organization/ Departments	15	
		More than 4Government Organization/ Departments	20	
4)	Skill of Team Leader to develop, maintain, currently running live application for Double Entry Accounting System (The Team Leader must be qualified in Information System Audit) [Attach copy of proof for the same]	CISA (Certified Information System Auditor) or Qualification of CA: DISA (Diploma in Information System Audit) or Qualification of ICWA: DISAC (Diploma in IS Audit & Control)	10	10
5)	No. of staff deployed by CA/ICWA firm at BMC for the entire period of the project	(a) Year 2016-17 = 4 No. Year 2017-18 = 4No. Year 2018-19 = 3 No.	Total = 11 Nos.	15
		(b) Year 2016-17 = 5 No. Year 2017-18 = 5 No. Year 2018-19 = 4 No.	Total = 14 Nos.	
		(c) Year 2016-17 = 6 No. Year 2017-18 = 6 No. Year 2018-19 = 5 No.	Total = 17 Nos.	
		TOTAL		100

The minimum thresh-hold score will be **60 Marks**



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Evaluation Sheet of IT firm/company

(Applicable only to those IT firm/company with which the bidder CA/ICWA firm has opted for tie-up/sub-contract/sub-let the software related scope of work)

Evaluation of IT firm/company shall be done only for the purpose of eligibility. No marking shall be given for the same. The IT firm/company **MUST obtain "YES" observation in each & every points** as follows as per minimum qualification criteria of the IT firm/company.

Sr. No.	Criteria Item	Eligibility Options	Observation (Yes/No)	Remarks
1	Constitution	Proprietorship/Partnership Firm or Company certified by CA/ICWA firm and proprietor/partner/executive director of IT firm/company		
2	Turnover	Average annual turnover of Rs.50 Lacs during last 5 years (As per CA approved certificate)		
3	Experience of software	Experience of <u>developing and implementing</u> such new Software or Versions involving Double Entry Accounting work with 3-tier architecture with .NET technologies as per terms and conditions for software and SQL as a back end involving all the phases of SDLC (Software Development Life Cycle) or providing/installing/ implementing Own developed/customized Web Based Accounting Application or implementing/customising/integrating Tally ERP for <u>atleast TWO</u> Government Organization/Department according to their requirements. (Attach copy of pair of work orders/proofs and completion certificates/successful system certificates of such assignments).		
4	Existence	Must be in existence for atleast 5 years. (Proof of Constitution must contain visible date of registration)		
5	Total number of employees	Total number of employees on payroll of the IT firm/company MUST be atleast 25. (Self attested proof with sign & stamp need to be provided.)		
6	Staff details provided	Details of the staff allotted for the project is provided properly?		
7	PAN No.	PAN No. of the IT firm/company (Attach PAN copy)		
8	PF Registration	Provident Fund Registration No. of the IT firm/company (Attach proof if applicable)		
9	Software related experience	Is list of software related experience in tabular format is provided properly?		

Note:

1. The marking for point 3) of Part-B, Technical Criteria of Evaluation Sheet of CA/ICWA firm, who opt for tie-up/sub-contract/sub-let the software related scope of work to any IT firm/company, shall be done on the basis of software experiences of the IT firm/company only. In such cases, experience of CA/ICWA firms shall not be considered at all.
2. If the IT firm/company fails to be eligible as per the Evaluation Sheet of IT firm/company, the CA/ICWA firm shall be allotted zero "0" marks for the above mentioned evaluation point in the Evaluation Sheet of CA/ICWA firm.



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General Terms and Conditions

1. The bidder/firm must be a partnership firm.
2. Commissioner or the Designated Authority reserves the right to accept one or to reject all RFP without assigning any reason thereof and which shall be binding to the firm(s). No dispute whatsoever in this regard shall be entertained.
3. Dispute if any shall be discussed and mutually settled and in case of disagreement, the same shall be referred to the Commissioner or the Committee and the decision of the Commissioner or the Committee shall be final.
4. Firm shall have the requisite organizational set up for carry out the work at Municipal Corporation Level.
5. Following the issue of the letter of acceptance, the successful firm shall be required to enter into agreement with BMC on required stamp paper. After the same, the firm shall be awarded the work order by BMC.
6. The agreement/contract (including software related scope of work) must be executed by both, the designated partner & the team leader, on behalf of the CA/ICWA firm with BMC. BMC will be in contract with CA/ICWA firm only & CA/ICWA firm shall be solely & entirely responsible to BMC for the project work irrespective of any software related arrangements with any IT firm/company as per tender conditions. In any case, BMC will not have concern/communication with such IT firm/company.

Terms and conditions (for Evaluation)

1. If any firm provides evidences for Financial criteria, point:1), 2) and Technical criteria, point: 2), sub point 2.1) as per Evaluation Sheet in such a way that **fulfills minimum qualification criteria BUT falls under more than one marking option in the same criteria item** then...
(a) The marking shall be done on pro-rata basis by considering number of experience evidences **and**
(b) The firm shall be given total of the mark obtained as per (a) point above for that criteria item.
In any other case/combination/conflict, the firm shall be given highest of the marks obtained under more than one marking option in the same criteria item. The Commissioner or Committee's decision would be final for any decisive circumstances which arise from documents submitted by bidders.
2. If any firm gets "0" (zero) mark for any criteria then the same shall be ineligible for the work order even if it attains overall thresh-hold score of 60 marks.
3. The experience for accrual based double entry accounting system shall be considered **only if** the evidences clearly describe the assignment to include **implementation** of accrual based double entry accounting system. Any continued/separate work orders **for the same organization**, where the complete evidences for system implementation are also submitted by the bidder properly, shall be considered as additional experience for further marking.
4. The experience for software related scope shall be considered **only if** the evidences are provided in the pair of Work order/Proof + Completion Certificate. The bidder shall not be eligible to get marks for any incomplete pair of the proofs or declaration for works under process. Further, **for those CA/ICWA firms who opt for tie-up/sub-contract/sub-let the software related scope of work** to IT firm/company, the marking shall be done by considering experience of such IT firm/company only. The proofs attached in the spiral **MUST be sufficient** to prove such experience. In case of any query raised during the evaluation, no communication shall be done with the bidder & the experience shall not be eligible for any marks.
5. For those **projects which are under process** & not completed yet, the bidder **MUST provide own declaration** for taking due professional care & expertise. **The bidder shall not be eligible to get marks in absence of own declaration signed by the designated partner.**



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6. For any **incomplete proofs** of experience (including supporting documents of the proofs), the experience may not be considered for evaluation & marks will not be given for such incomplete proofs. The evaluation shall be done accordingly. The bidders are instructed to submit all the experience proofs along with their reference/supporting documents.

Terms and conditions for Software:

(if CA/ICWA firm reports to develop NEW Software)

1. The ownership of the Final Source Code of the developed accounting software shall rest with BMC. Also the same is to be provided to BMC every time during deployment of patch/full system in BMC server. BMC can use the source code for any purpose.
2. The firm/agency must provide technically competent qualified/trained local staff at BMC office during the project & AMC period.
3. The software must be robust and secure with multi-level user right management.
4. The firm has to quote the rate for software development/integration/modification work including 1 year comprehensive maintenance work after completion of the project work. The software must be developed & implemented **within 12 months** from the date of work order.
5. The agency has to do all the work regarding AMC during 1 year after completion of the project work without any extra charges.
6. The accounting software must have feature for SMS & email sending features.
7. The accounting software must have password & biometric (thumb) based authentication feature.
8. Web based system need to be developed in 3-tier architecture with ASP.NET 4.0 & above, SQL server 2008 & above, crystal reports and WCF services.
9. After deployment of web based solution and running of web based system, if any issue/error occurs then the agency must provide its solution within 3 working days. If the problem/issue is major/critical which stops the running system then the firm/agency will have to provide immediate support & have to resolve the issue within the same day.
10. The accounting software has to be integrated with all the online services & modules of BMC.
11. If EQDC certification (Electronic & Quality Development Control) is mandatory under any statute/law then that will be the responsibility of the firm/agency.
12. The Accounting software must be having bilingual features with Gujarati and English language. It must be capable of producing all reports in both the languages separately.
13. The firm must be having experience of executing such software at minimum 2 Govt. Offices/organizations with technologies specified in point (8).
14. At the end of the project the firm must submit assurance certificate for the software performance.

(if CA/ICWA firm reports to implement own developed software/Tally ERP)

1. The license version of the software must be installed.
2. The CA/ICWA firm has to modify, improve, integrate the software with other modules, etc. as per requirement of BMC. The software must be capable of integrating with present modules & technologies available at BMC including web based systems in 3-tier architecture with ASP.NET 4.0 & above, SQL server 2008 & crystal reports, WCF services.



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3. The CA/ICWA firm has to integrate present & future modules of BMC, during the project period, to the software itself as per requirement of BMC.
4. For making integration, improvements, modifications, etc to the software, the CA/ICWA firm has to provide full-fledged training for such customisation to technical staff & license for such customisation ownership in the name of BMC.
5. The firm must be having experience of executing such software along with making integration, improvements, modifications, etc customization at minimum 2 Govt. Offices/organizations.
6. The firm/agency must provide technically competent qualified/trained local staff at BMC office during the project & AMC period.
7. The software must be robust and secure with multi-level user right management.
8. The firm has to quote the rate for software including its customization/integration/modification cost & 1 year comprehensive maintenance work after completion of the project work. The software must be implemented at BMC **within 6 months** from the date of work order.
9. The firm has to do all the work regarding AMC during 1 year without any extra charges.
10. The accounting software must have feature for SMS & email sending features.
11. The accounting software must have password & biometric (thumb) based authentication feature.
12. After implementing the accounting software, if any issue/error occurs then the firm must provide its solution within 3 working days. If the problem/issue is major/critical which stops the running system then the firm/agency will have to provide immediate support & have to resolve the issue within the same day.
13. The accounting software has to be integrated with all the online services & modules of BMC.
14. If EQDC certification (Electronic & Quality Development Control) is mandatory under any statute/law then that will be the responsibility of the firm/agency.
15. The Accounting software must be having bilingual features with Gujarati and English language. It must be capable of producing all reports in both the languages separately.
16. At the end of the project the firm must submit assurance certificate for the software performance.



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FORCE MAJEURE

1. A Force Majeure event shall mean occurrence of any of the events like acts of God, exceptionally adverse weather conditions, earthquake, cyclone, flood, volcanic eruption or fire or landslide, strikes or boycotts (other than those involving the firm or their respective employees/representative or attributable to any act or omission of any of them) interrupting supplies and services, an act of war, riot, terrorist or military action, industry wide or state wide or India wide strikes or industrial action which prevent carryout work and the work specified in the ToR, which prevent the Parties from performing its obligations under this assignment.
1. Upon the Occurrence of a Force Majeure Event there shall be no Termination. There shall be no Termination payment to be made by either party.
3. If the firm is rendered wholly or partially unable to perform its obligations because of a Force Majeure Event, it shall be excused from performance of such of its obligations to the extent it is unable to perform on account of such Force Majeure Event only and not due to other reasons whatsoever.
4. The firm affected by a Force Majeure Event shall notify to BMC in writing of the occurrence of the Force Majeure Event as soon as reasonably practicable of its occurrence and the probable material effect that the Force Majeure Event is likely to have on the performance of its obligations under this assignment.

Dispute Resolution:

Disputes if any shall be discussed and mutually settled and in case of disagreement the same shall be referred to Commissioner or Designated Authority of BMC.

Miscellaneous

1. **Execution of the Acceptance Letter:** It shall be the responsibility of the firm to get the letter of acceptance from the BMC in two sets (One for the firm and other for BMC).
2. **Non Assign ability:** Firm shall not, unless otherwise provided in the ToR, directly or indirectly sell, transfer or assign sublet or otherwise part with the use whole or part of work under this contract to any person or party in any manner whatsoever.
3. **Indemnity:**
Firm agrees and undertakes to defend, indemnify and hold harmless to BMC, its officers and employees from and against any and all claims, liabilities, actions, demands, judgments, losses, costs, expenses, suits, actions and damages arising by reason of bodily injury, death or damages to property sustained by third parties that are caused by an act of negligence or the willful misconduct of the Firm, or by any of its personnel of whatever status.

The Firm shall not, unless otherwise provided in the ToR, directly or indirectly sell, transfer or assign, sublet or otherwise part with the use whole or part of sites and facilities under this contract to any person or party in any manner whatsoever.

Modification of Agreement/Contract: Any modification/alteration to the terms and conditions of the agreement/contract shall be made by mutual consent in writing to be effective and binding. In the event that any clause/s mentioned in the contract is held to be void or not valid or not enforceable the said clause/s shall be deemed not to have been a part of the agreement/contract and the existence of such clause/s shall not invalidate or nullify the contract and it shall continue to be in force uninterrupted and be binding on the parties hereto.

Termination of Work: BMC reserves the right to cancel the tender without any notice at any point of time.



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Estimated Time Frame of Work

Sr. No.	Particulars	Time Frame (to be given by the Bidder)
1	Preparation of standard manual defining system data flow, coding of accounts, roles of different cadres from beginning of transaction upto its book keeping & reporting including legal aspects & as per National/Gujarat Municipal Accounting Manual in both the languages i.e. English & Gujarati	
2	First training of prepared manual to BMC staff, <i>Submission of report for Accounting Software & Submission of report for Bank reconciliation</i>	
3	Submission of Opening Balance Sheet as on 1 st April of F.Y.1	
4	Updation of Fixed Assets Register & Preparation of budget in new format as per manual for F.Y.1	
5	<i>Development/installation/Modification/Implementation of new software at BMC</i>	
6	<i>Accounting data entry for F.Y.1</i> , Submission of Half yearly financial statement (i.e. Balance Sheet, Income & Expenditure, Cash Flow Statement etc.), Bank reconciliation statement and other Prescribe Reports (Soft Copy and Hard Copy) for F.Y.1	
7	Finalization of Accounts at the end of F.Y.1 & subsequent required training of prepared manual to BMC staff	
8	<i>Integration/modifications during F.Y.1 in new software developed by CA/ICWA firm with certification</i>	
9	Submission of Financial Statements as on 31st March of F.Y.1 (i.e. Balance Sheet, Income & Expenditure, Cash Flow Statement, etc.), Bank reconciliation statement, 1 to 7 Patrak or other Prescribed Reports (Soft Copy and Hard Copy) as per National/Gujarat Municipal Accounting Manual or State government laws	
10	<i>Accounting Data Entry for F.Y.2 by using new accounting software by CA/ICWA firm at BMC, Preparation of budget for F.Y.2 as per manual, Updating standard manual and required trainings of the prepared manual to BMC staff</i>	
11	Submission of <u>Quarterly</u> financial statement (i.e. Balance Sheet, Income & Expenditure, Cash Flow Statement etc.), Bank reconciliation statement and other Prescribe Reports (Soft Copy and Hard Copy) as per NMAM/GMAM or State government laws for <i>F.Y.2</i> by using <i>new accounting software by CA/ICWA firm at BMC</i>	
12	<i>Integration/modifications during F.Y.2 in new software by CA/ICWA firm with certification</i>	
13	Submission of Final Statement as on 31st March of <i>F.Y.2</i> (i.e. Balance Sheet, Income & Expenditure, Cash Flow Statement etc.), Bank reconciliation statement, 1 to 7 Patrak and other Prescribe Reports (Soft Copy and Hard Copy) as per NMAM/GMAM or State government laws by using <i>new accounting software by CA/ICWA firm at BMC</i>	
14	<i>EQDC certification of the new software by CA/ICWA firm (if applicable)</i>	
15	Handholding support to the manpower at BMC entrusted with the accounting work for <i>F.Y.3</i> , Continuous required trainings for carrying the work independently to BMC staff, Updating standard manual <i>and submission of Bank reconciliation statement</i>	
16	<i>Assurance Certificate for final successful version of new software by the CA/ICWA firm for its sustainable performance</i>	



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Scope of Work (SoW) and Terms of Reference (ToR)

1. Scope of Work:

- a) CA/ICWA Firm have to prepare & submit standard comprehensive accounting manual based on National/Gujarat Municipal Accounting Manual (NMAM/GMAM) defining entire system data flow, roles of different cadre, authorization levels, internal control check points, reconciliations, etc. The manual must cover Accounting Policies, Procedures and Practices as per Accounting Standards (AS) issued by ICAI or Government of India, whichever is prevailing, and other guidelines issued by BMC. Etc. in both languages i.e. English & Gujarati. It would be the firm's responsibility to get the same approved by the appropriate authority as per the BPMC/GPMC Act.

The firm has to deploy minimum required staff as follows.

Financial Year	Minimum No. of Required Staff	Designation of Staff Required
1	4	1-Team Leader(CA) 3-Other Qualified staff (As decided by CA/ICWA firm)
2	4	1-Team Leader(CA) 3-Other staff (As decided by CA/ICWA firm)
3	3	1-Team Leader(CA) 2-Other Experienced Staff from previous years

The firm has to provide other staff/data entry operators (as mentioned above) for entire project period at BMC, who have operative knowledge of accounting software, Tally ERP and other web-based accounting software.

F.Y. 1

- b) To submit report for finalizing accounting software to be implemented at BMC (New software to be developed or Tally ERP or any other own developed accounting software). Using due professional expertise & experience, the firm shall decide which software would be best suited & implemented at BMC & accordingly report with full clarity about own approach for the project.
- c) To develop and/or implement the Accounting Software as per CA/ICWA firm's report by covering all aspects of National/Gujarat Municipal Accounting Manual, Accounting Policies and Practices as per Accounting Standards (AS) issued by ICAI or Government of India, whichever is prevailing, and other guidelines issued by BMC. The firm has to decide applicability & accordingly prepare Charts of Accounts and Master of Coding at BMC. Wherever necessary, the CA/ICWA firm has to make modifications, integrations, improvements, etc to the new accounting software.

Note: The CA/ICWA firm may tie-up/sub-contract/sub-let the software related scope of work to any other IT firm/company. But, Bhavnagar Municipal Corporation (BMC) will not be concerned/communicate/responsible for any aspect about such tie-up/sub-contract/sub-let arrangement. **The BMC will be concerned about result oriented performance from CA/ICWA firm only.** The CA/ICWA firm will be sole responsible for any consequences/delays/penalties, etc arising out of such tie-up/sub-contract/sub-let. The bidders are, hereby, informed that BMC is allowing such tie-up/sub-contract/sub-let facility only for software related scope of work so that the ultimate goal of getting successful sustainable software (suitable to BMC) can be achieved and maximum bidders can participate. BMC will not have any role/responsibility towards any IT firm/company and will not entertain any excuses of CA/ICWA firm for any consequences/delays/penalties, etc due to non-performance/part-performance/delays etc by any IT firm/company.

- d) To prepare Opening Balance Sheet as on 1st April of F.Y.1, preparation of budget in new format as per accounting manual and imparting training to BMC staff for their roles & responsibilities, record keeping functions, etc. as per newly prepared accounting manual.
- e) Preparation & finalization of Accounts for F.Y.1, Submission of Financial Statements as on 31st March of F.Y.1 & other reports as mentioned in the tender document.



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- f) Preparation/Updation of Fix asset register and to submit hard copy & soft copy of Half Yearly/yearly financial statements with annexure and Annual Financial statements for F.Y.1 by certifying them for their method of preparation. Also preparation of bank reconciliation statement as on 31st March of F.Y.1 with signature of Team Leader & Designated Partner. [Refer point no.(p)]

F.Y. 2

- g) Necessary modifications, integrations, improvements, etc to the new accounting software as per newly prepared accounting manual, Updating standard comprehensive accounting manual with improvements/modifications, Preparation of budget for F.Y.2 as per new system/format, Actual Data Entry in New Accounting Software for F.Y.2, required trainings to BMC staff.
- h) Preparation/updation of Fixed asset register, submit hard copy and soft copy of Quarterly financial statements, Annual Financial Statements (Balance Sheet, Income Expenditure Account, Cash Flow statement, detailed annexure, etc) by certifying them for their method of preparation. Also preparation of bank reconciliation statement as on 31st March of F.Y.2 with signature of Team Leader & Designated Partner. [Refer point no.(p)]
- i) Certification of own satisfaction with the newly developed and/or implemented accounting software at BMC, at intermediate stage, on which the accounting work for F.Y.2 is done.

F.Y. 3

- j) Necessary modifications, integrations, improvements, etc to the new accounting software and updating standard comprehensive accounting manual with improvements/ modifications.
- k) Handholding support to the manpower at BMC entrusted with the accounting for F.Y.3, full-fledged required trainings to BMC staff for carrying the work independently, certifying the Annual financial statements for their method of preparation and preparation of bank reconciliation statement. Submission of final copy of standard comprehensive accounting manual, and Certification of own satisfaction with the newly developed and/or implemented accounting software at BMC.

Other general scope during the project

- l) CA/ICWA Firm will have to maintain accounts as per accounting policies and practices as per Accounting Standard (AS) issued by ICAI, National/Gujarat Municipal Accounting Manual and other guideline issued by BMC.
- m) The CA/ICWA firm shall be responsible only for result oriented trainings by training faculties BUT the firm has to make sure that the training should be prompt & comprehensive enough to make the staff of BMC to use the entire accounting system & software easily. (Necessary written/practical exams must be conducted & results must be declared in due time period. The exams are integral part of the training.)
- n) The CA/ICWA firm has to provide return filing & other services of TDS, service tax, etc. to BMC during the contract period.
- o) To prepare and submit hardcopy of Activity/Service wise half yearly and yearly Statement of Income and Expenditure for all the Municipal Activities/Services as identified and uniformly coded under NMAM/GMAM. (Activities/Services holding Budget Code 0 to 9 including sub activities under each of these parent activities/services.)
- p) To submit separate reports for bank reconciliation and required necessary actions to correct/incorporate the same into present books of accounts along with future internal control checks is to be submitted by the CA/ICWA Firm at the beginning and at the end of the project period. Before completion of the project, any of such reconciliation outcomes must be incorporated & certified in the books of BMC.
- q) CA/ICWA Firm is also responsible for reconciliation of grant received by Municipal Corporation with its balances of it with bank of investment. Total liabilities of Municipal Corporation are to be identified and incorporated in the books. The approach must be conveyed through separate report.



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- r) To provide a support to Municipal Corporation for preparation of budget in prescribed format also advise Municipal Corporation for maintaining the registers and other data which is required for preparation for account or annual accounts.
- s) To prepare & submit Annual Financial Ratio Analysis Report (FRAR) along with hardcopy of annual Balance Sheet for F.Y.2 & F.Y.3.
- t) If CA/ICWA Firm has found any irregularities, misappropriation, mal or wrong practice during accounting, it has to report the same to the Commissioner or Committee without failure within period of 7 days.
- u) To submit single click PDF copy of annual B/S prepared during the assignment.
- v) To submit CD/DVD for every financial year containing annual B/S, Income Expenditure Account, entire Accounting Data or other data of Municipal Corporation before the completion of this assignment. The firm has to provide training for taking daily backup.
- w) On behalf of the CA/ICWA Firm, the Team Leader has to attend all the meetings/workshops relating to this assignment without fail during assignment period.
- x) To follow instructions/directions/guidelines issued by BMC from time to time regarding this assignment.
- y) Any communication/response to BMC must be made through Team Leader only and that to within office hours. Any communication/response by any other person from Project CA/ICWA Firm other than Team Leader is strictly prohibited and will not be entertained/counted at all.
- z) Not to change Team Leader till completion of this assignment without prior approval of the Commissioner or Committee. In case of change of Team Leader, the Commissioner or Committee will have the sole right to take decision regarding continuance or otherwise of this assignment with concerned Project CA/ICWA Firm.
- aa) To submit Progress Report on monthly basis & Trial Balance Sheet as and when required.
- bb) To submit required data by BMC in specified format as and when required.
- cc) Regular updations of fixed assets of Municipal Corporation on half yearly and yearly basis.
- dd) Update New Chart of Account in master data of newly developing and/or implementing accounting Software at BMC as per accounting manual and strictly follow new chart of account from F.Y.2 & onwards.
- ee) No new code will be allowed to open under any head of chart of account in newly developing and/or implementing accounting Software without prior permission of the Commissioner or Committee **after** the final coding (accounting manual) is submitted by the CA/ICWA firm before completion of F.Y.1. It would be the firm's responsibility to get the same approved by the appropriate authority as per the BPMC/GPMC Act.

The appointed CA/ICWA Firm shall have the responsibility of the completion/fulfillment of various stages/conditions of the assignment. Failure to do so will invite financial penalty and/or termination of work.

2. **Tenure of work/Project period:**

The tenure of the work shall be 3 years i.e. from the date of work order. The AMC for software shall be effective after completion of the work by the CA/ICWA firm (1 year after completion of the project work). The AMC shall be extendable as per the decision of the commissioner or committee.

3. Commissioner or the committee reserves exclusive rights to modify / increase scope of the selected firm, any extension of the duration of contract, etc. and will be informed accordingly to the selected firm in writing. Mutual agreement at that point of time shall prevail as per the instructions of commissioner or the committee.

4. **Notification to Firm commitment to fair and transparent process:**

Firm whose RFP have been accepted shall be notified of the award by the BMC prior to the expiry of the period of validity of the RFP, by registered letter or by fax. (This letter, hereinafter, called the "Letter of Acceptance") The Firm shall acknowledge in writing, the receipt of the Letter of Acceptance and shall send his acknowledgement to BMC within Ten (10) days from the receipt of the Letter of Acceptance.



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5. Signing of Acceptance Letter:

Pursuant to the Firm acknowledging the Letter of Acceptance, within 10 days from the date of acknowledgement of the Letter of Acceptance; the firm shall execute agreement/contract on required stamp paper. The designated partner & Team Leader shall sign the agreement/contract on behalf of the CA/ICWA firm with BMC. Subsequently, the work order shall be issued. The Commissioner or the Designated Authority in this behalf shall have the right and authority to negotiate certain terms with the successful Firm before signing of the acceptance letter. The signing of the acceptance letter shall amount to award of the work and the Firm shall initiate the execution of the work as specified in the ToR.

6. Expenses for the work:

All incidental expenses of the execution of the agreement/contract shall be borne solely by the successful Firm and such amount shall not be reimbursed to the successful Firm by BMC.

7. Failure to abide by the work: The conditions stipulated in the work shall be strictly adhered to and violation of any of these conditions shall entail immediate termination of the work without prejudice to BMC with such penalties as specified in the RFP Document and the agreement/contract.

8. Security Deposit:

In case of successful bidder, security deposit of 5% of the Contract Amount in the form DD/ Bank Guarantee of Nationalized Schedule Bank will be taken separately as mentioned earlier. Security deposit will be repaid without interest **after 6 months of the completion of the AMC period**. While in case of Termination of Contract Security deposit will be forfeited.

9. Penalty:

In case of any failure/delay on the part of the firm in fulfilling the obligations and matching all the time-limits under this assignment, the penalty of Rs.1,000/- per day (maximum upto 10% of the contract amount) shall be imposed and recovered from the CA/ICWA Firm/Bidder. In case project/work is delayed due to any unavoidable reasons/circumstances, the committee or the commissioner reserves the right to condone the delay by specific order for the same.

10. Termination of Contract:

- a. Termination for Default: BMC may, without prejudice, to any other remedy for breach of appointment, by prior written notice of default sent to the Firm, terminate the work in whole without assigning any reason if
 - i. The qualified Firm fails to deliver any or all of the obligations within the time period(s) specified in the acceptance letter or any extension thereof granted by Commissioner or Designated Authority in this behalf.
 - ii. The qualified Firm fails to perform any other obligation (s) mentioned in agreement/contract.
 - iii. If the Firm is in material breach of the representations and warranties contained in this agreement/contract.
- b. Termination for Insolvency, Dissolution etc: BMC may at any time terminate the appointment in case of dissolution of firm or winding up of company, provided that such termination will not prejudice or affect any right of action or remedy which has accrued thereafter to BMC.
- c. Termination for Convenience: BMC reserves the right to terminate the contract by prior written notice, the whole or part of the appointment base on the performance. The notice of termination shall specify that termination for which performance of work under the contract is terminated and the date on which such termination becomes effective. Upon termination of this contract, BMC shall have the right to appoint any third party.



BHAVNAGAR MUNICIPAL CORPORATION

Note: The Security Deposit given to the BMC by the Firm shall be confiscated in case of termination by any reason. All the assignment material, software, etc shall remain in the ownership of the BMC at the time of such termination.

11. Support to be provided by BMC

- a) BMC will designate a person to prepare or arrange to prepare and provide the required necessary details / documents / records / statements / information / explanations etc. to Project CA/ICWA Firm.
- b) The required minimum hardware support shall be provided by BMC.

**Chief Account Officer,
Account Department,
Bhavnagar Municipal Corporation,
Bhavnagar**



BHAVNAGAR MUNICIPAL CORPORATION

Payment Terms

1. Contract Amount: In all inclusive cost of the services payable in Local currency is set as described below:
 - I. Currency of payment: All payments of professional fees shall be made in Indian rupees
 - II. Security Deposit: The amount 5% of the Contract amount in form DD/Bank Guarantee of Nationalized Schedule Bank.
2. Mode of Billing and Payments of professional fees: Payments of professional fees will be made by the BMC as per following table. No mobilization advance or advance on establishment will be admissible.
3. The payment of professional fees shall be inclusive of all works to be carried out as per scope of work and other details prescribed in ToR.
4. The payment of professional fees shall be made as per the following stages and after submission of bill by the firm.
5. The payment of professional fees shall be done in stages as under.

Stage No.	Stages in order of performance (Must be sequential as below)	% of Total Contract Amount to be released
1	Preparation of manual including data flow, coding of accounts, roles of different cadres, internal control checks, etc. for entire accounting system in both languages i.e. English & Gujarati	5%
2	Submission of Opening Balance Sheet as on 1 st April of F.Y.1, report on bank reconciliation & its treatment in books of accounts, <i>Submission of report for deciding Accounting Software and conducting first training to BMC staff for its implementation</i>	10%
3	Updation of Fixed Asset Register & preparing Budget for F.Y.1 as per accounting manual mentioned in stage 1.	10%
4	1 st certificate <i>for software development or installation or implementation process</i> as per firm's software related report as well as new accounting system manual, roles of different cadres, authorization levels & internal control checks during F.Y.1	10%
5	Routine data entry of all transactions, Required subsequent trainings to BMC staff, Finalization of Accounts for F.Y.1 preferably by <i>using new accounting software by CA/ICWA firm at BMC</i> , bank reconciliation statement, trainings to BMC staff <i>and certificate for integration/modification in software as per requirements of BMC</i>	20%
6	Required subsequent trainings to BMC staff, data entry, preparing Budget for F.Y.2 & finalization of accounts <i>using new accounting software by CA/ICWA firm at BMC</i> , bank reconciliation statement, Amendments in standard comprehensive accounting manual <i>and certificate for integration/modification in software as per requirements of BMC</i>	25% (To be paid quarterly in equal installments)
7	Handholding Support/trainings for F.Y.3, data entry, preparing Budget for F.Y.3 & finalization of accounts for F.Y.3 using <i>new accounting software by CA/ICWA firm at BMC</i> , process <i>and certificate for integration/modification in software as per requirements of BMC</i>	15% (To be paid quarterly in equal installments)
8	Submission of updated final copy of standard comprehensive accounting manual, <i>EQDC certification (if applicable) and Assurance Certificate for final successful version of new software by the CA/ICWA firm for its sustainable performance</i>	5%



BHAVNAGAR MUNICIPAL CORPORATION

Additionally, the firm will be paid service tax at prevailing rates over and above consultancy fees. Tax Deducted at Source (TDS) as per Income Tax Act & all other deductions as per applicable acts will apply. No any other expenditure will be paid by BMC to the firm for the execution of work.

Note:

- The CA/ICWA firm can carry the work of any stage as per their convenience but the payment shall be done as per above schedule in the same order only.
 - ***The work of stage 4 has to be initiated & completed as early as possible.***
 - If any/all stage/s is not performed by the CA/ICWA firm, the penalty clause as mentioned above shall be applicable along with confiscation of security deposit.
6. No intermediate payment of professional fees shall be made.
 7. The Firm shall submit the invoices in duplicate to BMC on firms printed bill forms indicating the work done during the period for which payment of professional fees is sought.
 8. The stage wise payment of professional fees shall be released after verification/certification of stage wise completion of work by officers of concerned departments at BMC.
 9. If the progress is not satisfactory and according to the agreed work program/schedule, the payment may be withheld until such times the Firm recover the shortfall.
 10. If there is any correction, addition, modification seems necessary, the Firm shall there upon promptly make any necessary corrections and upon completion of such correction, the foregoing payment process shall be repeated.
 11. **Suspension of payments of professional fees:** Any point of time during the term of the Contract BMC authority may issue a written notice for suspension and withhold all payments to the qualified Firm(S) under the Contract, if the qualified Firm(S) fails to perform any of its obligations under this Contract. Prior to the suspension of the payments, the BMC shall make the request to the qualified Firm(S) to remedy such failure within a period of 10 days from the date of issue of such notice of suspension. The notice of suspension shall specify the nature of the failure. In the event the Firm(S) does not rectify the failure within the specified time prescribed, the BMC shall have the right to terminate the Contract.
 12. The amount of security deposit shall be kept with BMC until expiry of 6 months from the successful completion of entire assignment & AMC period. After 6 months & on satisfactory performance of both, new system and new software, the amount of security deposit shall be released.
 13. In case of any disputes, the decision of Commissioner or the Designated Authority in this behalf shall be final and binding to the firm carrying out the work.
 14. All legal matters shall be referred to the court of law subject to Bhavnagar Jurisdiction only.

**Chief Account Officer,
Account Department,
Bhavnagar Municipal Corporation,
Bhavnagar.**



BHAVNAGAR MUNICIPAL CORPORATION

TECHNICAL BID

1. Name and full address of the firm/Organization						
2. Registered Head Office with full address, Telephone No(s) Fax No(s) E-mail address Website URL						
Address of Branch Office(s) in Gujarat with full address: (If any) Telephone No(s) Fax No(s) E-mail address						
3. Income Tax Registration number (PAN)						
4. Service Tax Registration No.						
5. C&AG Empanelment No.						
6. ICAI/ICWAI Registration No. (FRN)						
7. Date of Registration with ICAI/ICWAI						
8. PF Registration code if applicable	CA/ICWA firm's PF Code					
	IT firm/company's PF code (if applicable)					
9. Complete educational & professional experience details of the partners and concerned staff, their respective liabilities in carrying this tender and discharge of subsequent responsibilities						
10. Name, addresses and designation of the persons who will represent the Bidder while dealing with BMC (Attach letter of authority as per annexures)						
11. <u>Firm's Experience related to similar Accounting assignments and no. of project / work carried out with Government Organization / ULB / Corporation / Govt. undertaking / Govt. Companies</u>						
Sr. No	Name of Project / work	Financial Year	Cost involved (Rs. Lakhs)	Date of Commencement of the work	Date of Completion of the work	Authority for whom carried out
1.						
2.						
3.						
4.						
5.						

(Supportive document required to be attached with Annexure)



BHAVNAGAR MUNICIPAL CORPORATION

12. <u>Qualification & experience of Information System Audit details/proof:</u> Qualification of Team Leader & experience of CA/ICWA firm for similar projects/assignments of software development: Qualification certificates of Team Leader and proof of work orders, etc. of CA/ICWA firm Experience for developing and implementing such new Software or Versions involving Double Entry Accounting work in .NET technologies as per terms & conditions for software and SQL as a back end involving all the phases of SDLC (Software Development Life Cycle) or providing/installing/implementing Own developed/customized Web Based Accounting Application or implementing/customising/integrating Tally ERP for atleast TWO Government Organization/Department according to their requirements.	
13. Financial Capacity of the Firm (Audited Financial Statements for last 3 Years of F.Y. 2012-13, 2013-14, 2014-15 may be attached with PAT details)	
The annual turnover of the firm F.Y.2012-13 F.Y.2013-14 F.Y.2014-15	
The Net cash Accruals (PAT+ Depreciation) of the firm <u>with separate calculation as per annexure</u> F.Y.2012-13 F.Y.2013-14 F.Y.2014-15	

Name of the Firm: _____
 Name of the Signing Authority: _____
 Designation: _____
 Place: _____
 Date: _____
 Stamp: _____
 Company Name: _____
 Business Address: _____



BHAVNAGAR MUNICIPAL CORPORATION

ANNEXURE-1

Anti-Collusion Certificate

We certify that, this bid is made in good faith and that we have not fixed or adjusted the Bid by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not, and we undertake that we will not, before the award of any contract for work,

1. Communicate to any person (outside this consortium, its professional and financial advisers, proposed financing banks and their professional and financial advisers) other than the BHAVNAGAR MUNICIPAL CORPORATION any commercial information.
2. Enter into any agreement or arrangement with any person (outside the consortium) that they shall restrain from Bidding, that they shall withdraw and Bid once offered or vary the amount of any bid to be submitted.
3. Pay, give or offer to pay or give any sum of money or other valuable consideration directly or indirectly to any person (outside this consortium) for doing having done or causing or having Bid or proposed Bid or the work, any act or thing of the sort described at 1) or 2) above.

Dated:

Day of _____ of _____ 2016

Signature of the Designated Partner

Signature of the Team Leader

Name of the Designated Partner

Name of the Team Leader

Name & Seal of the Prospective
Agency/Firm

Date of Receipt of tender documents



BHAVNAGAR MUNICIPAL CORPORATION

ANNEXURE-2

Format for Covering Letter

(On the Letterhead of the Agency lead partner of the company full postal address, telephone nos. or fax, e-mail address etc.)

Dated: _____

To,
Chief Account Officer,
Account Department,
Bhavnagar Municipal Corporation,
Bhavnagar – 364001

Sub: Tender Notice No.

Dear Sir,

We refer to your notice no _____ for inviting appointment of a Chartered Accountant/Cost Accountant firm.

Having fully studied and understood the tender document, its accompaniments/amendments and the details therein, I/We _____ here by submit the application for qualification for the above project. We hereby confirm that:

1. All information provided in the Minimum Qualification Statement and in the technical bid attachments is true and correct.
2. This statement is made for the explicit purpose of qualifying as Chartered Accountant/Cost Accountant Firm for implementation of Accrual Base Double Entry Accounting System in BMC as per GOG guidelines /BMC guidelines and National/Gujarat Municipal Accounting Manual.

We shall make available to the BHAVNAGAR MUNICIPAL CORPORATION (BMC) or their authorized agencies and additional information they may find necessary to verify the Qualification Statement. BMC or its authorized representatives are hereby authorized to conduct or to make any inquiries or investigations to verify the statements, document and information submitted with this application and/or in connection therewith and to seek clarification from our bankers, financial institutions and clients regarding the same. This letter shall also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information and particulars or clarification as may be deemed necessary or appropriate by BMC to verify the statements and information furnished in this application together with all annexure or with regard to the resources and experience of the Agency/Firm.



BHAVNAGAR MUNICIPAL CORPORATION

For any information, BMC or its authorized agents may contact the following persons of the Agency/Firm:

	Professional Enquiries		Financial Enquiries	
	Contact 1	Contact 2	Contact 1	Contact 2
Name				
Address				
Telephone				
Fax				
E-mail				
Address				

We understand that the final bids by Agency(s) will be subject to verification of any and all information submitted in the tender.

We also understand that BMC reserves the right to amend, alter or vary the scope and terms of the bid.

We understand that BMC shall not in any manner be liable for its actions to modify / increase scope of the selected agency/firm and shall be under no obligation to inform the Agency of the grounds and / or reasons for the same.

We hereby irrevocably waive any right at any stage at law or howsoever otherwise arising to challenge, question or delay in any decision taken by BMC in selection process.

Yours sincerely,

Signature of the Designated Partner

Signature of the Team Leader

Name of the Designated Partner

Name of the Team Leader

Name & Seal of the Prospective Agency/Firm



BHAVNAGAR MUNICIPAL CORPORATION

ANNEXURE-3

FORMAT FOR LETTER OF AUTHORISATION AS TEAM LEADER

Dt: _____

To,
Chief Account Officer,
Account Department,
Bhavnagar Municipal Corporation,
Bhavnagar – 364001

Shri _____ domiciled at _____
_____ (Address), acting as _____
(Designation) at _____ (Name of the firm), and whose signature
is attested below, is hereby **authorized as a Team Leader** on behalf of our firm to negotiate and
settle terms and conditions, finalize, approve, sign and execute Agreements, Documents,
Endorsements, Writings etc. as may be required by BHAVNAGAR MUNICIPAL CORPORATION
for the work of appointment of Chartered Accountant/Cost Accountant Firm for implementation of
Accrual Base Double Entry Accounting System in BMC as per GOG guidelines/BMC guidelines
and National/Gujarat Municipal Accounting Manual. I certify that he is fulfilling all minimum
qualification & experience requirements of the tender.

(Signature of **Designated Partner**)

Shri _____
Name of the **Designated Partner**

Signature of the authorized Person as a **Team Leader**

Shri _____
Name of the authorized Person as a **Team Leader**

Name of the Prospective Agency/Firm
With stamp/seal



BHAVNAGAR MUNICIPAL CORPORATION

ANNEXURE-4

Format for Affidavit / Undertaking by Team Leader

Dt: _____

To,
Chief Account Officer,
Account Department,
Bhavnagar Municipal Corporation,
Bhavnagar – 364001

_____ (Name of authorised person) of
_____ (Name of the firm) do solemnly affirm and certify that all
the statements made in the annexures hereto are true and correct. Further, I declare that I fulfill
the minimum qualification criteria as mentioned in the tender document to act as a Team Leader.

I, hereby, undertake to provide / furnish any other information / particulars as may be required
by BHAVNAGAR MUNICIPAL CORPORATION as **I am authorized as a Team Leader by above
mentioned firm in Annexure-3.**

I, the undersigned, further agree and undertake to arrange and / or assist BMC and/or its
authorized representative in all respects, whatsoever, in conducting any enquiry or investigations
for verification / authentication of the statements, documents submitted by us in connection with
this application and to seek clarification from our bankers and clients regarding and financial,
technical and managerial aspect(s).

I, further agree and undertake to make available any resources, statements and information
furnished in this application together with all Annexures or any queries/requirements raised by the
authorities of BMC with regard to the resources, experience and competency of the Agency/Firm,
vicinity/quick availability at BMC, etc. at the earliest during the project period and AMC for the
software.

Signature (Authorized Signatory as a Team Leader)

With stamp/seal of the firm



BHAVNAGAR MUNICIPAL CORPORATION

ANNEXURE-5
Registration, Professional Experience & Financial Capacity

Dt: _____

(A) Year of Registration of CA/ICWA Firm and Team Leader with ICAI : (Total 2 regi. certificates)

(Copy of Registration Certificate may be attached)

(B) Professional Experience :-

(I) Agencie's Specific Experience related to similar Assignment(Accrual Base Double Entry Accounting System in Government Organization / ULB / Corporation / Govt. undertaking / Govt. Companies)

Sr. No.	Accrual Base Double Entry Accounting System in Government Organization / ULB / Corporation / Govt. undertaking / Govt. Companies					Authority/ Client for whom carried out
	Name of Govt.Org., etc where the work was done	Financial Year	Cost involved	Date of commencement of the work	Date of completion of the work	
1						
2						
3						

(Supportive document required to be attached with page no.) (*Insert rows if needed*)

(II) Agency's Experience related to Accounting Software development project/work carried out with Government organizations/department.

Sr. No.	Name of Project/Work	Financial Year	Cost involved (Rs.in Lakhs)	Date of commencement of the work	Date of completion of the work	Authority/ Client for whom carried out
1						
2						
3						

(Supportive document required to be attached with page no.) (*Insert rows if needed*)

(C) Financial Capacity of the Firm/Agency for Net Cash Accruals (As per audited income tax returns & computations)

Financial Year	Taxable Profit as per tax return	Tax/Tax Provision for the year	Profit After Tax [B-C]	Depreciation as per audited P&L	Net Cash Accruals [D+E]
A	B	C	D	E	F
2012-13					
2013-14					
2014-15					

(Audited income tax returns & computations for last 3 Years with PAT details of F.Y. 2012-13, 2013-14, 2014-15 MUST be attached)



BHAVNAGAR MUNICIPAL CORPORATION

ANNEXURE-6

BID FORM AND APPENDIX

Agencies are required to fill up all the blank spaces in this Bid Form.

To,
Chief Account Officer,
Account Department,
Bhavnagar Municipal Corporation,
Bhavnagar – 364001

Sub:- Invitation Letter No _____ /2016-17

Dear Sir,

The complete set of Tender Document, amendments, addendum, etc. for the execution of the above tender work are sent **in a spiral binding (with page numbering)** herewith. We, the undersigned, offer to execute and complete whole of the said work in a schedule time limit from the date of issue of letter of Acceptance/ Work Order as given in Condition of Contract and in conformity with the above set of documents for the RFP in separate sealed Envelope.

I/We agree that,

The BMC authorities will be at liberty to take any action including termination of agreement and impose, at their absolute discretion, any penalties and/or reject the work.

I/We undertake, if my/our bid is accepted to deliver the works in accordance with the contract for period as specified in the bid from the date of receipt of letter of acceptance issued to me/us.

I/We agree to abide by this bid for a period of (120 days) from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

In the event of our bid being accepted, we agree that this tender document and amendments/modifications together with BHAVNAGAR MUNICIPAL CORPORATION's written acceptance/work order shall constitute a binding contract between us.



BHAVNAGAR MUNICIPAL CORPORATION

We understand that by pre bid meeting, you gave us full opportunity to clarify all our doubts/legal objections relating to this tender. We accept that all our relevant & genuine queries were resolved satisfactorily and any queries after pre bid meeting were at our own discretion. We hereby irrevocably waive any right at any stage at law or howsoever otherwise arising to challenge, question or delay in any decision taken by BMC in selection process.

We understand that we have to follow the instructions of BHAVNAGAR MUNICIPAL CORPORATION & their designated officers, if any, during the execution of the work within the contract period.

Dated:

Day of _____ of _____ 2016

Signature of the Designated Partner

Signature of the Team Leader

Name of the Designated Partner

Name of the Team Leader

Name & Seal of the Prospective Agency/Firm

Witness Signature:

Name of the witness:

Address:

Contact:



BHAVNAGAR MUNICIPAL CORPORATION

ANNEXURE-7

Dt: _____

(A) DETAILS OF KEY PERSONNEL/PARTNERS

Name of the Chartered Accountant/Cost Accountant:

Sr . N o.	Name of the Partner	Age	Professional Qualification	Total Experience in Years	Years for which associated with the firm	Member Reg. Number at ICAI	Whether Key Partner for the Project	ISA Qualificati on
1								
2								
3								

(Insert rows, if needed)

(B) DETAILS OF KEY PERSONNEL PROPOSED FOR THE PROJECT

Name of Chartered Accountant/Cost Accountant and other staff *for FY 2016-17*

Sr. No.	Name of the Person	Age	Highest Professional Or Educational Qualification	Total Experien ce	Date since employed with the CA/ICWA firm	Under training Yes / No	Annua l salary	Deploymen t at BMC (Part time / Full time)	Designation for the project (Team Leader/Other)
1									
2									
3									

(Insert rows, if needed)

Name of Chartered Accountant/Cost Accountant and other staff *for FY 2017-18*

Sr. No.	Name of the Person	Age	Highest Professional Or Educational Qualification	Total Experien ce	Date since employed with the CA/ICWA firm	Under training Yes / No	Annua l salary	Deploymen t at BMC (Part time / Full time)	Designation for the project (Team Leader/Other)
1									
2									
3									

(Insert rows, if needed)

Name of Chartered Accountant/Cost Accountant and other staff *for FY 2018-19*

Sr. No.	Name of the Person	Age	Highest Professional Or Educational Qualification	Total Experien ce	Date since employed with the CA/ICWA firm	Under training Yes / No	Annua l salary	Deploymen t at BMC (Part time / Full time)	Designation for the project (Team Leader/Other)
1									
2									
3									

(Insert rows, if needed)

Note: Any replacement in above mentioned staff will be done by CA/ICWA firm with equal/higher qualification or experience. For that, prior approval of Commissioner or Committee would be required.



BHAVNAGAR MUNICIPAL CORPORATION

ANNEXURE-8

Dt: _____

PRE BID BIDDER QUERY & COMMITTEE'S RESOLUTION

The pre-bid meeting for tender no.BMC/Account/2016-17/A-1 will be/was held on Dt._____ at 11:00 AM at Bhavnagar Municipal Corporation. Following are our queries and resolution by the committee. We have sent these queries by letter on Dt._____.

Sr.No.	Queries raised	Resolution by the committee

Name of the firm:

Mode of Query raised (Oral/Letter):

Letter Date:

Name of the representative 1:

Name of the representative 2:

Signature:

Signature:

Declaration: We understand that the queries, which have not reached Accounts Department, BMC before 24/07/2016 in writing, are not liable to be entertained. They may be entertained on the discretion of the commissioner/committee during the meeting. We bear the responsibility to deal with the rest unresolved queries.



BHAVNAGAR MUNICIPAL CORPORATION

ANNEXURE-9

DECLARATION BY DESIGNATED PARTNER

Dt: _____

To,
Chief Account Officer,
Account Department,
Bhavnagar Municipal Corporation,
Bhavnagar – 364001

I, _____ (Name of Designated Partner) of
_____ (Name of the firm), hereby, declare and certify as follows.

Sr. No.	Declaration	Remarks as applicable
1	Our firm already has a branch/office located at Bhavnagar, which will be in existence upto the end of the AMC period for this assignment. <u>Or</u> Our firm will set up a unit/branch at Bhavnagar, which will be in existence upto the end of the AMC period for this assignment.	√ / X → <input type="checkbox"/> √ / X → <input type="checkbox"/>
2	For the projects which are under progress (as mentioned in the remarks), our firm is taking due professional care & expertise. I assure, hereby, that the projects shall not be ineligible to be counted for marks in absence of completion certificate in this tender. (Add table for more than one projects to show page references)	Page no.____ to ____ of the technical bid spiral
3	For software related scope of work of this tender, our firm will perform the entire project on our own. <u>Or</u> For software related scope of work of this tender, our firm provides commitment that we shall arrange for tie-up/sub-contract/sub-let the work to _____ (IT firm/company name) whose registration proof, experience evidences for this tender & commitment to enter into such arrangement are attached herewith. Our CA/ICWA firm shall be solely responsible for such arrangement and also for the quality & sustainability of the software provided to Bhavnagar Municipal Corporation.	√ / X → <input type="checkbox"/> √ / X → <input type="checkbox"/>
4	Our PF registration number is _____ . <u>Or</u> PF registration is not applicable to our firm.	√ / X → <input type="checkbox"/> √ / X → <input type="checkbox"/>



BHAVNAGAR MUNICIPAL CORPORATION

All necessary proofs & evidences are attached wherever necessary. We understand that in absence of any such proofs or evidences, the decision of BMC shall be final & acceptable to our firm.

All the statements made above and in the entire technical bid documents submitted along with annexures thereto are true and correct.

Attachments:

- 1) Proof of Constitution of IT firm/company (if applicable)
- 2) PF Registration Number of CA/ICWA firm and/or IT firm/company (if applicable)
- 3) Commitment to enter into tie-up/sub-contract/sub-let arrangement of IT firm/company with signature of both parties (if applicable)

Signature of the Designated Partner

Name of the Designated Partner

Name & Seal of the Prospective Agency/Firm