

Corrigendum for Date change of “RFP for Selection of the eligible CA Firms for financial management support including Implementation of Accrual Based Double Entry Accounting System (ABDEAS) in the Urban Local Bodies (ULBs) of Panchkula Cluster” Tender Reference Number: DULB/2024/6004/5.

Updated Clause in the RFP:

Sr. No.	RFP Document Reference (s) (Page No. and Section No.)	Content of RFP	Updated Clause of RFP
	RFP Volume -I Proposal data sheet Table Point No. 10 Page No. 9	Last date and time (deadline) for receipt of proposals in response to RFP notice 2nd May 2024 @ 05:00PM (At e-Tendering Portal: <a href="https://etenders.hry.nic.in">https://etenders.hry.nic.in</a> )	Please read revised clause RFP Volume -I, Proposal data sheet, Table Point No. 10, Page No. 9 as “ <b>Last date and time (deadline) for receipt of proposals in response to RFP notice is 15<sup>th</sup> May 2024 @ 05:00 PM (At e-Tendering Portal: <a href="https://etenders.hry.nic.in">https://etenders.hry.nic.in</a>)</b> ”
	RFP Volume -I Proposal data sheet Table Point No. 11 Page No. 10	Date, time and venue of opening of Technical Proposals received in response to the RFP notice. 3rd May 2024 @ 03:00PM Venue: Directorate of Urban Local Bodies office, Haryana, Bays 11-14, Sector-4, Panchkula, Haryana – 134112.	Please read revised clause RFP Volume-I, Proposal data sheet, Table Point No. 11, Page No. 10 as “ <b>Date, time, and venue of opening of Technical Proposals received in response to the RFP notice is 16<sup>th</sup> May 2024 @ 03:00 PM Venue: Directorate of Urban Local Bodies office, Haryana, Bays 11-14, Sector-4, Panchkula, Haryana – 134112</b> ”
	RFP Volume -I Proposal data sheet Table Point No. 6 Page No. 10	Earnest Money Deposit (EMD) The scan of the EMD is to be uploaded as part of the Technical Proposal. Original EMD to be submitted to the Directorate of Urban Local Bodies office before 3rd May 2024 @ 11:00AM	Please read revised clause RFP Volume-I, Proposal data sheet, Table Point No. 6, Page No. 10 as “ <b>Earnest Money Deposit (EMD). The scan of the EMD is to be uploaded as part of the Technical Proposal. Original EMD to be submitted to the Directorate of Urban Local Bodies office before 16<sup>th</sup> May 2024 @ 11:00 AM</b> ”



## GOVERNMENT OF HARYANA

Request for proposal (RFP) for Selection of the eligible CA Firms for financial management support including Implementation of Accrual Based Double Entry Accounting System (ABDEAS) in the Urban Local Bodies (ULBs) of Panchkula Cluster.

### Request for Proposal

<b>NIT No.....</b>	<b>14/03/2024</b>
<b>Sale/Download of RFP document</b>	<b>14/03/2024 to 02/05/2024</b>
<b>Pre-Bid Meeting</b>	<b>09/04/2024 (11:00 AM)</b>
<b>Submission of Proposal document</b>	<b>02/05/2024 (5:00 PM)</b>
<b>Opening of Proposals</b>	<b>03/05/2024 (3:00 PM)</b>

#### **Volume 1:**

Structure of Proposal, Bid Process Specifications and scope of work including business requirements, services to be covered and corresponding documentations.

#### **Released by**

**Directorate of Urban Local Bodies, Haryana**

**Bays 11-14, Sector-4, Panchkula, Haryana**

**Phone: 0172-2570020**

**E-Mail: [pendulb@gmail.com](mailto:pendulb@gmail.com),**

**Website: [www.ulbharyana.gov.in](http://www.ulbharyana.gov.in)**

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## Disclaimer

1. This Request for Proposal ("RFP") is issued by Directorate of Urban Local Bodies, Haryana (DULB).
2. "Authority" means Directorate of Urban Local Bodies, Haryana or its nominated agencies.
3. The information contained in this Request for Proposal document ("RFP") or subsequently provided to Bidders, whether verbally or in documentary or any other form by or on behalf of the Directorate of Urban Local Bodies (DULB), Haryana (the Authority) or any of its officers, employees or advisors, is provided to Bidders, on the terms and conditions set out in this RFP.
4. This RFP is not a Contract and is neither an offer nor invitation by the Authority to the prospective Bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals in pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisers to consider the objectives, technical expertise and particular needs of each party, who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct his own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.
5. Information provided in this RFP to the Bidders is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein. The Authority, its employees and advisers make no representation or warranties and shall have no liability to any person including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this selection process.
6. The Authority also accepts no liability of any nature, whether resulting from negligence or otherwise, however caused, arising from reliance of any applicant upon the statements contained in this RFP.
7. The Authority may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP. The issue of this RFP does not imply that the Authority is bound to select a Bidder or to appoint the Selected Bidder, as the case may be, for this project and the Authority reserves the right to reject all or any of the proposals, without assigning any reason whatsoever.
8. The Authority or its authorized officers / representatives / advisors reserve the right, without prior notice, to change the procedure for the selection of the Successful Bidder or terminate discussions

and the delivery of information at any time before the signing of any agreement for the Project, without assigning reasons thereof.

9. The RFP Document does not address concerns relating to diverse investment objectives, financial situation and particular needs of each party. The RFP Document is not intended to provide the basis for any investment decision and each Bidder must make its / their own independent assessment in respect of various aspects of the techno-economic feasibilities of the Project. No person has been authorized by the Authority to give any information or to make any representation not contained in the RFP Document.
10. The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation and expenses associated with any demonstrations or presentations which may be required by the Authority, or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses shall remain with the Bidder and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder, in preparation for submission of the Proposal, regardless of the conduct or outcome of the selection process.

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## **Invitation to Proposal**

Directorate of Urban Local Bodies (DULB), Haryana hereby invites Proposals from reputed, competent and professional CA Firms, who meet the minimum eligibility criteria as specified in this bidding document for the Financial Management support including Implementation of accrual based double entry accounting systems in the ULBs within the scope mentioned in the RFP. The complete bidding document shall be published on <https://www.etenders.hry.nic.in> The downloaded bidding document shall be considered valid for participation in the electronic bidding process (e-Procurement/ e-Tendering) subject to the submission of required tender/ bidding document fee online.

Bidder is advised to study this RFP document carefully before submitting their proposals in response to the RFP Notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

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### Proposal – Datasheet

SL. No.	Information	Details
1.	RFP Issuing Authority	Directorate of Urban Local Bodies (DULB), Haryana
2.	RFP Issue Date and Time	14 <sup>th</sup> March 2024 @ 09:00 AM
3.	Availability of RFP documents	The RFP can be downloaded from the e-Tendering Website <a href="https://www.etenders.hry.nic.in">https://www.etenders.hry.nic.in</a>
4.	Non- Refundable Tender Fee	INR 5,000/- (Indian Rupees Five thousand only) to be paid at e-Tendering Portal. The scan of the receipt of Tender Fee is to be uploaded as part of the Technical Proposal.
5.	Non- Refundable e-Service Charges	INR 1,180/- (INR One thousand One hundred and Eighty only) to be paid at e-Tendering Portal <a href="https://etenders.hry.nic.in">https://etenders.hry.nic.in</a> The scan of the receipt of e-Service Charges is to be uploaded as part of the Technical Proposal.
6.	Earnest Money Deposit (EMD)	<b>INR 5,50,000/-</b> by Bank Guarantee as per format provided in this volume of RFP. The scan of the EMD is to be uploaded as part of the Technical Proposal. Original EMD to be submitted to the Office of Directorate of Urban Local Bodies (DULB), Haryana before 3 <sup>rd</sup> May 2024 @ 11:00AM <b>Note: While making the EMD payment, the bidder is required to select YES under exemption column and has to upload the copy of Bank Guarantee. Once proceed with “No option” cannot be amended.</b>
7.	Last date and time for submission of queries for clarifications	8 <sup>th</sup> April 2024 @ 5:00PM Only through email to <a href="mailto:pendulb@gmail.com">pendulb@gmail.com</a> Queries for Clarifications sent through any other medium shall not be considered.
8.	Date, time and venue of pre-bid meeting	9 <sup>th</sup> April 2024 @ 11:00 AM Venue: Conference Hall, Directorate of Urban Local Bodies (DULB), Haryana
9.	Posting of responses to queries by Authority (on website)	Only on <a href="https://www.etenders.hry.nic.in">https://www.etenders.hry.nic.in</a>
10.	Last date and time for submission of proposals in response to RFP notice	2 <sup>nd</sup> May 2024 @ 05:00PM (At e-Tendering Portal: <a href="https://etenders.hry.nic.in">https://etenders.hry.nic.in</a> )

Request for proposal (RFP) for Selection of the eligible CA Firms for Financial Management support including Implementation of Accrual Based Double Entry Accounting System (ABDEAS) in the ULBs of Panchkula Cluster

SL. No.	Information	Details
11.	Date, time and venue of opening of Technical Proposals received in response to the RFP notice	3 <sup>rd</sup> May 2024 @ 03:00PM Conference Hall, Directorate of Urban Local Bodies (DULB), Haryana
12.	Place, time and date of opening of Financial Proposals received in response to the RFP notice	To be intimated to technical qualified bidders later
13.	Language	Proposals and all the supporting (i.e. work order/ agreement/ certificate) should be submitted in English only. (If supporting in other than English, bidder must submit the self-certified copy of all the related documents translated in English along with copy of original work order/ agreement/ certificate).
14.	Power of Attorney	Bidder must submit original hard copy of Power of Attorney to the office of Directorate of Urban Local Bodies (DULB), Haryana before 3 <sup>rd</sup> May 2024 @ 11:00AM
15.	Name and address for communication, seeking clarifications and submission of proposal	For clarification and communication purposes Bidder make contact: Accounts Officer (HQ), Directorate of Urban Local Bodies, Haryana, Bays 11-14, Sector-4, Panchkula 0172-2570020 e-mail: <a href="mailto:pendulb@gmail.com">pendulb@gmail.com</a>
16.	Bid validity	Proposals must remain valid up to 180 (One Hundred & Eighty) days from the last date of submission of the Bid.
17.	Method of Selection	The method of selection is Quality cum Cost Based Selection (QCBS)
18.	Certificate issued by Chartered Accountant as supporting to Proposal	All certificate(s) issued by Chartered Accountant as supporting documents in the Bidder proposal should contain Unique Document Identification Number (UDIN).

## Definitions / Acronyms

SL. No.	Term / Acronyms	Description
1.	ABDEAS	Accrual Based Double Entry Accounting Systems
2.	MC	Commissioner of Municipal Corporation
3.	BG	Bank Guarantee
4.	CAG	Comptroller and Auditor General of India, an authority which is established under Article 148 of the constitution of India.
5.	CA Firms	Chartered Accountant Firm registered with The Institute of Chartered Accountants of India under the Chartered Accountants Act 1949 and the Chartered Accountants Regulation 1988 made thereafter
6.	DEAS	Double Entry Accounting System
7.	DULB	Directorate of Urban Local Bodies, Haryana
8.	EMD	Earnest Money Deposit
9.	e-Procurement portal	Means the Government of Haryana electronic tendering system listed at <a href="https://www.etenders.hry.nic.in">https://www.etenders.hry.nic.in</a>
10.	GoH	Government of Haryana
11.	HMAC/HMAM	Haryana Municipal Accounts Code/ Haryana Municipal Accounts Manual.
12.	NMAM	National Municipal Accounts Manual
13.	HO/ HQ	Head Office/ Head Quarter
14.	ICAI	The Institute of Chartered Accountants of India
15.	QCBS	Quality cum Cost Based Selection
16.	LOI	Letter of Intent
17.	LOA	Letter of Award
18.	MoU	Memorandum of Understanding
19.	MSA	Master Service Agreement
20.	PBG	Performance Bank Guarantee
21.	PSU	Public Sector Undertaking
22.	POA	Power of Attorney
23.	RFP	Request for Proposal issued bearing reference No. and dated issued by the DULB
24.	SLA	Service Level Agreement; Performance and Maintenance SLA executed as part of this Master Service Agreement;

Request for proposal (RFP) for Selection of the eligible CA Firms for Financial Management support including Implementation of Accrual Based Double Entry Accounting System (ABDEAS) in the ULBs of Panchkula Cluster

<b>SL. No.</b>	<b>Term / Acronyms</b>	<b>Description</b>
25.	SOP	Standard Operating Procedure
26.	Successful Bidder/ Selected Agency	The bidder who is qualified & successful in the bidding process and is awarded the work.
27.	ULB	ULB means Urban Local Body that includes Municipal Corporations/ Municipal Councils/ Municipal Committees.

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## **SECTION – 1: INTRODUCTION**

### **1. Introduction**

#### **1.1. About Directorate of Urban Local Bodies, Haryana**

The Directorate of Urban Local Bodies, Haryana was established on 1st April 1982 to lay a solid foundation for the Urban Development in the State of Haryana. For efficient and effective service delivery, the Directorate of Urban Local Bodies (DULB) continuously replace traditional delivery system of public services by new and improved system of governance that works better, costs less and is capable of serving the citizens' needs with ease.

At present, there are 11 Municipal Corporations, 23 Municipal Councils and 54 Municipal Committees (Total 88 ULBs) in the state which are headed by District Municipal Commissioner at District level, Municipal Commissioners in case of Corporation, Executive Officers in case of Municipal Council and Secretaries in case of Municipal Committee.

#### **1.2. Project Background**

Last one decade have seen rapid urbanization in Haryana and it is further estimated that population in urban centres will further increase in coming years. Complementing such growth calls for a smart and well-planned urbanization design to shape the future of the cities. Rapid urbanization is putting in place an immediate need for Urban Local Bodies (ULBs) to plan and provide best-in-class services including infrastructure, housing, social services, and security. The estimated scale on which development will need to occur to upgrade our cities, will require strengthening of existing revenue sources and more important management of municipal finance at municipalities level.

Municipal financial management involves very important activities of planning, sourcing, utilizing & disbursing, controlling, and reporting. Good financial management is expressed through good budgeting, accounting, and auditing. To improve the financial management at Municipalities level, Government of Haryana through Directorate of Urban Local Bodies is planning to undertake financial transformation of its Municipalities (Municipal Corporations; Councils and the Committees) located across Haryana with the help of hiring Chartered Accountant firms at ULB level to provide handholding support in their book-keeping and various other compliances.

To strengthen the financial management system at municipalities level, the state has decided to implement the Accrual Based Double Entry Accounting System (ABDEAS) in the municipalities of Haryana. In this regard the state has decided to implement the ABDEAS with the help of Finance & Accounting (F&A) module of UPYOG which is under process of finalization. Meantime, the Authority has decided to hire the Chartered Accountant Firms to provide handholding support to municipalities in their financial management.

### 1.3. Project Objective

The key objective of this project to provide the financial management support to Urban Local Bodies as specified in this RFP which enable them to take right decisions leads to efficiency, increased transparency & accountability in utilization of public fund and compliance to various statutory requirements.

### 1.4. Structure of RFP

Directorate of Urban Local Bodies (DULB), Haryana invites online bids from eligible agencies (hereafter referred as “Bidders”) for the scope of work mentioned and list of ULBs mentioned in subsequent section.

This Request for Proposal (RFP) document comprises of the following:

- **RFP Volume 1:** Instruction to the Bidders - Structure of Proposal, Bid Process Specifications and scope of work including business requirements, services to be covered and corresponding documentations.
- **RFP Volume 2:** Master Service Agreement- Contains the Service Level Agreements, contractual, legal terms & conditions applicable for the proposed engagement.

The bidders are expected to respond to the requirements as completely and in as much relevant detail as possible and focus on demonstrating bidders' suitability to be selected. The bidders are expected to examine all instructions, forms, terms, Project requirements and other information in the RFP documents. Failure to furnish all information required as mentioned in the RFP documents or submission of a proposal not substantially responsive to the RFP documents in every respect will be at the Bidders risk and may result in rejection of the proposal.

**SECTION – 2:**  
**INSTRUCTIONS TO BIDDERS**

**2. Instructions to Bidders**

**2.1. General**

- i. All information supplied by the successful bidder may be treated as contractually binding on the bidder after successful award of the assignment is made on the basis of this RFP.
- ii. No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed. Authority may cancel this public procurement at any time prior to a formal written agreement being executed by or on behalf of Authority.
- iii. This RFP supersedes and replaces any previous public documentation and communications, and bidders should place no reliance on such communications.
- iv. Authority invites proposals (“Bids”) to this Request for Proposal (“RFP”) from prospective bidders for “Selection of eligible CA firms for Financial Management support including implementation of accrual based double entry accounting system in the ULBs” as defined the scope of work in this RFP.
- v. The tenure of the contract of the successful bidders shall be as per defined Scope of work in this RFP.
- vi. Physical submission of the documents (as required for fulfilling conditions of RFP) must be received not later than time, date and venue mentioned in the Proposal Data Sheet. Documents that are received late **SHALL NOT** be considered in this procurement process.
- vii. Authority reserves the right to sought any clarifications during procurement process to evaluate the information provided by the bidder.
- viii. Bidders are advised to study the tender document carefully. Submission of bid shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications.

## 2.2. Pre – Qualification Criteria

#	Minimum Eligibility Criteria	Minimum Eligibility Criteria description	Supporting Document
1.	Bidder's Profile	The Bidder must be a Chartered Accountant Firm registered with The Institute of Chartered Accountants of India under the Chartered Accountants Act 1949 and the Chartered Accountants Regulation 1988 made thereafter and operational in India since last 7 (seven) years from the date of publish of this RFP.	Copy of Constitution certificate issued by ICAI.
2.	Legal Entity	The Bidder must be registered under the Limited Liability Partnership Act, 2008/ The Indian Partnership Act, 1932 / as amended.	Copy of Certificate of Incorporation/ Partnership Deed/ Registration Certificate.
3.	Valid Goods and Service Tax Registration	The Bidder must be registered with the Goods and Service Tax (GST) Authorities.	Valid Goods and Service Tax (GST) Registration Certificate
4.	Financial Turnover	Average Annual turnover of Bidder for last three financial years (FY 2020-21, FY 2021-22 and FY 2022-23), should be at least <b>INR 2.5 Cr.</b>	<ul style="list-style-type: none"> <li>Audited financial statements for the last three financial years audited (FY 2020-21, FY 2021-22 and FY 2022-23) and</li> <li>Certificate from Chartered Accountant on turnover for the last three financial years.</li> </ul>
5.	Net Worth	The Net Worth of Bidder must be positive and should have registered net profit during last three financial years (FY 2020-21, FY 2021-22 and FY 2022-23).	Certificate from the statutory auditor/ Chartered Accountant of Bidder for the last three financial years (FY 2020-21, FY 2021-22 and FY 2022-23)
6.	Experience in implementing projects with Govt. entities	<p>The Bidder should have experience of working in the accounting and financial management in Central or State Government sector/ Public Sector Undertaking (PSUs)/ Local Bodies in India in last seven years.</p> <p>a) One project of similar nature costing not less than the project value of <b>INR 2.0 Cr.</b></p>	<p><b>For Completed Projects:</b></p> <ul style="list-style-type: none"> <li>Work Order/ Contract Agreement + Completion Certificates from the Authority OR</li> <li>Work order/ Contract Agreement + Self certificate of completion &amp; receipt of payment from Authority (Certificate by the chartered accountant);</li> </ul>

#	Minimum Eligibility Criteria	Minimum Eligibility Criteria description	Supporting Document
		<p>b) Two projects of similar nature costing not less than the project value of <b>INR 1.0 Cr.</b></p> <p>c) Three projects of similar nature costing not less than the project value of <b>INR 0.75 Cr.</b></p>	<p><b>For Ongoing Projects</b></p> <ul style="list-style-type: none"> <li>• Work Order/ Contract Agreement + Certificate from the Authority/ Self-certificate for implementation</li> <li>And</li> <li>• Receipt of payment from Authority (Certificate by the chartered accountant);</li> </ul>
7.	Manpower	The Bidder have minimum 3 Partners and minimum 10 employees (full time basis) working as on date of submission.	Copy of Constitution certificate issued by ICAI and self-certification for employees.
8.	Non-Blacklisting	The Bidder must not be under a declaration of ineligibility/ banned /blacklisted by any State Government/ Central Government/ PSU/ Local bodies/ any other Government entities in India for any reason as on last date of submission of the Bid or convicted of economic offence in India for any reason as on last date of bid submission.	The Bidder must submit self-certificate to this effect signed by authorized signatory as mentioned in the RFP.
9.	Office Location*	The head office/ branch office of the Bidder must be situated in Chandigarh/ Haryana/ Delhi.	Valid GST registration certificate/ Constitution certificate issued by the ICAI AND Undertaking to open the project office at District level within 30 days of receiving of LOI

**NOTE:**

1. \*Successful Bidder need to open the Project office at District level within 30 days of LOI.
2. Bidder shall highlight all important details required for this PQ criteria in their documentation submitted.

**2.3. Sub – Contracting**

Bidder can only sub-contract/ outsource the work to the extent of survey and listing of movable and immovable assets of ULBs but prime responsibility of delivery of the scope of work will with the Bidder only. Joint venture and consortium shall not be allowed for any part or whole of the project.

#### **2.4. Bidder to Inform**

The bidder shall be deemed to have carefully examined the Terms and Conditions, Scope of work, Service levels and all other terms and conditions defined in this RFP. If bidder shall have any doubt as to the meaning of any portion of these conditions or of the specifications he shall, before the last date for submission of pre-bid queries, set forth the particulars thereof, and submit them to Authority in writing in order that such doubt may be removed.

#### **2.5. Compliant Proposals / Completeness of Response**

- a) Bidders are advised to study all instructions, forms, terms, requirements and other information in the RFP documents carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
- b) Failure to comply with the requirements as mentioned below may render the proposal non-compliant and the proposal may be rejected. Bidders must:
  - i. Include all documentation specified in this RFP;
  - ii. Follow the format and respond to each element in the order as set out in this RFP
  - iii. Comply with all requirements as set out within this RFP.
- c) Bidder should not propose multiple options for the projects, it should be as per the request for proposal.
- d) For all the components, wherever applicable, bidder needs to provide the data sheets of the offered services.

#### **2.6. Proposal Preparation Costs**

- a) The bidder shall be responsible for all costs incurred in connection with participation in the RFP process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/ discussions/ presentations, preparation of proposal, in providing any additional information required by Authority to facilitate the evaluation process and in negotiating a definitive contract or all such activities related to the bid process.
- b) Authority will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

#### **2.7. Pre-Bid Meeting and Clarifications**

##### **a. Bidders Queries**

- i. Any clarification regarding the RFP document and any other items related to this project can be submitted to Authority as per the submission mode and timelines mentioned in the Proposal Data sheet.
- ii. Any requests for clarifications post the indicated date and time shall not be entertained by Authority. Further, Authority will reserve the right to issue clarifications.

- iii. Pre-bid queries of only those bidders would be considered who shall send the same through e-mail ID's provided in the proposal Data sheet. Pre-bid Queries for Clarifications received through any other medium shall **NOT** be considered for issuing clarifications.
- iv. It is necessary that the pre-bid queries must be submitted in word or excel sheet format (editable version), along with name and details of the organization submitting the pre- bid queries as mentioned below:

S. No	RFP Document Reference (s) (Page No. and Section No.)	Content of RFP Requiring Clarifications	Points of Clarification
1.			
2.			

**b. Pre-Bid Meeting**

Authority shall hold a pre-bid meeting with the prospective bidders as mentioned in the Proposal Data Sheet.

**c. Response to Pre-Bid Queries and Issue of Corrigendum**

- i. Authority will formally respond to the pre-bid queries after the pre-bid meeting. The Corrigendum (if any) & clarifications to the queries from all bidders will be posted on the e-tendering portal.
- ii. Authority will endeavour to provide timely response to all queries. However, Authority makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does Authority undertake to answer all the queries that have been posed by the bidders.
- iii. At any time prior to the last date for receipt of bids, Authority may, for any reason, whether at its own initiative or in response to a clarification requested by prospective Bidders, modify the RFP Document by a corrigendum.
- iv. Any such corrigendum shall be deemed to be incorporated into this RFP.
- v. In order to provide prospective Bidders reasonable time for taking the corrigendum into account, Authority may, at its discretion, extend the last date for the receipt of Proposals.
- vi. Notifications regarding extensions, corrigendum, will be published on the website mentioned in the tender schedule and there shall be no paper advertisement.

**2.8. Bid Validity Period**

Bid shall remain valid for the time mentioned in the Proposal Datasheet. In exceptional circumstances, at its discretion, Authority may solicit the Bidder's consent for an extension of the validity period. The request and the response shall be made in writing.

## **2.9. Bid Prices**

- a) Prices quoted must be final and shall remain constant throughout the period of the contract and shall not be subject to any upward modifications, on any account whatsoever. The Bid Prices shall be indicated in Indian Rupees (INR) only.
- b) The Commercial Bid should clearly indicate the price to be charged without any qualifications whatsoever.
- c) Bidders shall indicate and provide the activity wise costing inclusive of all taxes, duties and levies in the Commercial Bid format provided in this RFP.
- d) All taxes, duties, charges and levies payable under respective statutes shall be borne by the selected Agency.
- e) Taxes, duties, and levies would be on the prevailing rate on the day of billing, if there are any changes in Government Statues on taxes, duties and levies or if there is an introduction of new taxes, duties and levies, then the appropriate party would be benefited accordingly.
- f) A proposal submitted with an adjustable price quotation or conditional proposal shall be treated as non-responsive and the bid may be rejected.
- g) The Bidders shall prepare the bid based on details provided in the tender documents. It must be clearly understood that the Scope of Work is intended to give the Bidders an idea about the order and magnitude of the work and is not in any way exhaustive and guaranteed by Authority. The Bidders shall carry out all the tasks in accordance with the requirement of the tender documents and it shall be the responsibility of the Bidders to fully meet all the requirements of the tender documents.
- h) If at any stage, during the contract, if the Authority identifies that the approach/ project plan/ schedule/ work conducted does not meet the functional requirements, conceptual design, performance requirements/ SLA, and other requirements of Tender, the Bidders shall revise the required work plan/ approach/quality of work as required. No additional cost shall be reimbursed for the bidder for the same.

## **2.10. Language**

The proposal should be filled by the bidders in English language only. If any supporting documents submitted are in any language other than English, self-certified translation of the same in English language along with copy of the original documents need to be submitted in proposal by the bidders. For purposes of interpretation of the documents, the English translation shall govern.

## **2.11. Discount**

The Bidders are advised not to indicate any separate discount. Discount, if any, should be merged with the quoted prices. Discount of any type, indicated separately, will not be taken into account for evaluation purpose.

## **2.12. Only One Proposal and One Solution**

If a Bidder submits or participates in more than one Proposal and / or presents the solution which is not under the scope of work defined in the RFP, such a Bidder shall be disqualified.

**SECTION – 3:**  
**KEY REQUIREMENTS OF BID**

**3. Key Requirements of the Bid**

**3.1. Right to Terminate the Process**

- a) Authority may terminate the RFP process at any time and without assigning any reason. Authority makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- b) This RFP does not constitute an offer by Authority. The bidder's participation in this process may result in Authority selecting the bidders to engage towards execution of the contract.

**3.2. RFP Document Fees and Purchase**

- a) Bidders shall download the RFP document from the e-Tendering Portal as mentioned in the Datasheet provided in this RFP. Downloading of the RFP documents shall be carried out strictly in accordance with instructions provided on the e-Tendering Portal.
- b) Tender Fee as per proposal datasheet shall be paid online through e-Procurement portal.
- c) Without the payment of the RFP Tender Document Fee, Bids shall be construed as incomplete and non-responsive, and shall not be considered for further evaluation – i.e. such Bids shall be rejected.
- d) RFP Tender Document Fee is non-refundable and shall not be exempted for any category of Bidders.

**3.3. e-Tendering Portal e-Service Charges**

- a) Bidders shall be required to pay e-Tendering Portal e-Service Charges as specified in the Datasheet provided in this RFP along with their Bids. Bidders shall note that e-Tendering Portal e-Service Charges have to be paid with every Bid submitted by the Bidder on the e-Tendering Portal specified in the Datasheet provided in this volume of the RFP.
- b) Payment of e-Tendering Portal e-Service Charges shall be through online mode at the facility made available on e-Tendering Portal.
- c) Instructions required to make payment of e-Tendering Portal e-Service Charges shall be available on e-Tendering Portal.
- d) Bidders are advised to maintain a copy of payment of their e-Tendering Portal e-Service Charges for future reference.
- e) e-Tendering Portal e-Service Charges are non-refundable and shall not be exempted for any category of Bidders.

**3.4. Earnest Money Deposit (EMD)**

- a) EMD of value specified in Datasheet provided in this RFP shall be paid through Bank Guarantee as per format specified in Annexure of this RFP. No exemption shall be granted to any category of Bidders from submitting the EMD. EMD in any other form / format will **NOT** be entertained.
- b) Bidders shall submit original copy of the EMD to Authority as specified in the Datasheet before opening of Technical Bid and softcopy of the same shall be uploaded online at the e-Tendering Portal as part of the proposal that are submitted by Bidders in response to this

RFP. The EMD is required to protect the Authority against the risk of Bidders conduct, which would warrant the EMD forfeiture.

- c) The BG shall be valid up to 6 Months (180 days) after the last date of bid submission. BG may be verified independently by Authority with the bank before finalisation of technical offers; In the event of lack of confirmation of issue of the BG by the bank, the bid shall stand disqualified.
- d) EMD of Bidders declared non-responsive in Preliminary Examination of Bids will be returned by Authority within 10 working days after completion of Preliminary Examination of Bids and written request from the disqualified bidders.
- e) EMD of technically disqualified Bidders would be returned by Authority within 10 working days after notification of results of Technical Evaluation and written request from the disqualified bidders.
- f) EMD of all unsuccessful bidders (after Commercial Bid Evaluation) would be refunded by Authority within 15 days of notification of award of contract and written request from the unsuccessful bidders.
- g) The EMD of the successful bidder would be returned upon submission of Performance Bank Guarantee by the successful bidder.
- h) The EMD amount is interest free and will be refundable without any accrued interest on it.
- i) In case bid is submitted without the EMD then Authority will reject the bid without providing opportunity for any further correspondence to the bidder concerned.
- j) The EMD may be forfeited:
  - If a bidder withdraws its bid during the period of bid validity.
  - Bidder fails to provide required information during the Evaluation process or is found to be non-responsive
  - If the successful bidder fails to provide the Performance Bank Guarantee as required within 15 days from the date of issue of letter of intent (LoI).
  - After requisite approval from Authority, if the successful bidder fails to sign the Agreement in accordance with this RFP within 30 days from the date of received of Performance Bank Guarantee by the Authority.

### 3.5. Submission of Proposal

- a) The bidders should submit their responses as per the format and instructions specified at the eProcurement portal (<https://www.etenders.hry.nic.in>) being used for the purpose. The items to be uploaded on the portal would include all the related documents mention in this RFP, such as:
  - Physical submission of documents listed in this volume of the RFP
  - Pre-Qualification Proposal
  - Technical Proposal
  - Commercial Proposal
- b) Please note that, the prices should not be indicated in the Technical Proposal but should only be indicated in the Commercial Proposal. Also, bidders cannot submit more than 1 bid or alternative offers with more than one Standard solution.

### 3.6. Authentication of Bids

The Proposal should be accompanied by a Power of Attorney in the name of the signatory of the Proposal.

Note: Original copy of Power of Attorney shall be submitted before opening of the Technical Bid as specified in the Datasheet provided in this RFP and the softcopy of the same shall be uploaded online at the e-Tendering Portal as part of the Proposal that are submitted by Bidders in response to this RFP.

### 3.7. Bidders Authorization

The "Bidders" as used in the tender documents shall mean the one who has signed the Bid Proposal Documents/Tender Forms. in case of LLP, POA should be on Revenue Stamp Paper with the designated Partner of the Firm authorizing the signing Partner. In case of Partnership, POA should be on Revenue Stamp paper with all Partners of the firm authorizing the signing Partner. All certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, shall be furnished and signed by authorized representative or principal Officer.

- a) The authorization shall be indicated by written power-of-attorney accompanying the bid.
- b) Any change in the authorized signatory shall be intimated to Authority in advance.

### 3.8. Amendment of Request for Proposal

- a) At any time prior to the deadline for submission of proposals, Authority, for any reason, may modify the RFP by amendment, such amendments/(s) shall be notified to all Bidders by publishing the same on e-Tendering Portal as specified in the Datasheet provided in this RFP. There shall be **NO** written or email communication/ advertisement in newspapers in respect to amendments to this RFP. It shall be the prospective Bidders' responsibility to check the e-Tendering portal for any amendments to this RFP until the last date and time for submission of Bids.
- b) Any amendment/(s) to this RFP shall be binding on all Bidders.
- c) Authority, at its discretion may extend the deadline for the submission of proposals. There shall be **NO** written or email communication/advertisement in newspapers in respect to amendments to this RFP. It shall be the prospective Bidders' responsibility to check the e-Tendering portal for any amendments to this RFP until the Last Date and Time for submission of Bids.
- d) Authority reserves the right to change the scope before opening of the Commercial bids. In this case, Authority will release a corrigendum/ clarification and ask the technically qualified Bidders to resubmit their commercial bids (if required). Such Corrigendum/ Clarification shall be notified to all technically qualified Bidders through email and by publishing the same on e-Tendering Portal as specified in the Datasheet provided in this RFP. There shall be **NO** advertisement in newspapers in respect to Corrigendum/ Clarification related to change of Scope of Work before opening of Commercial Bids.

### 3.9. Deviations and Exclusions

Bids shall be submitted strictly in accordance with the requirements and terms & conditions of the RFP. No Deviations and Exclusions to the RFP is allowed.

### 3.10. Local Conditions

- a) It will be incumbent upon each Bidder to fully acquaint himself with the local conditions and other relevant factors which would have any effect on the performance of the contract and/or the cost.

- b) The Bidders are expected to obtain for himself on his own responsibility all information that may be necessary for preparing the bid and entering into contract. Obtaining such information shall be at Bidders own cost.
- c) Failure to obtain the information necessary for preparing the bid and/or failure to perform activities that may be necessary for the providing services before entering into contract will in no way relieve the successful Bidders from performing any work in accordance with the Tender documents.
- d) It will be imperative for each Bidder to fully inform themselves of all legal conditions and factors which may have any effect on the execution of the contract as described in the bidding documents. Authority shall not entertain any request for clarification from the Bidders regarding such conditions.
- e) It is the responsibility of the Bidders that such factors have properly been investigated and considered while submitting the bid proposals and that no claim whatsoever including those for financial adjustment to the contract awarded under the bidding documents will be entertained by Authority and that neither any change in the time schedule of the contract nor any financial adjustments arising thereof shall be permitted by the Authority on account of failure of the Bidders to appraise themselves of local laws and site conditions.

### **3.11. Venue & Deadline for Submission of Proposals**

- a) Proposals, in its complete form in all respects as specified in the RFP, must be submitted online to Authority at the portal specified in Proposal Data sheet.
- b) Submission of physical documents shall be in accordance with details specified in this RFP and shall be at the venue and as per timeline specified in the Datasheet provided in this RFP.

### **3.12. Modification and Withdrawal of bids**

- a) No bid may be altered/ modified after submission to the Authority and after the due date of receipt of bids. Unsolicited correspondences in this regard from Bidders will not be considered.
- b) No bid may be withdrawn in the interval between the last date for receipt of bids and the expiry of the bid validity period specified by the Bidders in the Bid.
- c) Withdrawal of a bid during this interval may result in the Bidders forfeiture of its EMD.

### **3.13. Address of Correspondence**

The Bidders shall designate the official mailing/ e-mail address, place, phone number and fax number to which all correspondence shall be sent by the Authority shall be specified in the Bid submitted by the Bidder in response to this RFP.

### **3.14. Contacting the Authority**

- a) No Bidders shall contact the Authority on any matter relating to their bid in response to this RFP, from the time of the bid opening to till the time Contract is awarded to the successful Bidder.
- b) Any effort by a Bidders to influence the Authority bid evaluation, bid comparison or contract award decisions shall result in the rejection of the Bidders bid.

### **3.15. ULB Site Visit by Bidder**

- a) The Bidder may visit and examine any ULB office mentioned in this RFP at a time to be agreed with Authority and obtain all information on the existing processes and functioning of ULB that may be necessary for preparing the Bid document. The Bidder may carry out this site visit in accordance with the timelines specified in Datasheet provided in this RFP. The visit may not be used to raise questions or seek clarification on the RFP. The cost of such visits to the site (s) shall be at the Bidder's own expense.
- b) The Authority will facilitate the Bidder and any of its personnel or agents to gain access to the relevant site or sites, provided that the Bidder gives the Authority adequate notice of a proposed visit of at least seven (7) working days. Alternatively, the Authority may organize a site visit or visits concurrently with the pre-bid meeting, as specified in the RFP. Failure of a Bidder to make a site visit will not be a cause for its disqualification.
- c) No site visits shall be facilitated after the deadline for the submission of the Bids and prior to the award of Contract.

### **3.16. Bidder Related Conditions**

- a) The bidder shall prepare the bid based on details provided in the RFP documents. It must be clearly understood that the specifications and diagrams that are included in the RFP document are intended to give the bidder an idea about the scope and magnitude of the work and are not in any way exhaustive and guaranteed by Authority.
- b) The bidder is expected to ensure that the solution proposed by him meets the functional requirements, conceptual, performance requirements and other RFP requirements. Performing of any activity required to an optimal solution shall be at bidder's own cost.
- c) The bidder must propose a solution best suited to meet the requirements of the Authority. If, any upward revisions of the specifications and/or quantity as given in this RFP document, are required to be made to meet the conceptual requirements of RFP, all such changes shall be included in the technical proposal and their commercial impact, thereof, included in the commercial bid.
- d) Authority will in no case be responsible or liable for any costs associated with the proposed solution, regardless of the conduct or outcome of the Tendering process.
- e) It is mandatory to provide the break-up of all components in the format specified in the RFP. In no circumstances shall the commercial bid be allowed to be changed / modified.
- f) The bid amount shall be inclusive of insurance and any other charges as applicable. Any other charges as applicable shall be borne by the Bidder.

### **3.17. Bid Submission**

- a) Bidder should do online Enrolment in the e-tendering Portal. The Digital Signature enrolment has to be done with the e-token, after logging into the portal. The e-token may be obtained from one of the authorized Certifying Authorities.
- b) After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as per the tender document; otherwise, the bid will be rejected.
- c) The BOQ template must not be modified/ replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for that tender. Bidders are allowed to enter the Bidder Name and Values only.

- d) The Authority will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.
- e) The bidder must submit the bid documents in online mode only, through the e-tendering portal.
- f) After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening event.
- g) The time that is displayed from the server clock at the top of the tender Portal, will be valid for all actions of requesting bid submission, bid opening etc., in the e-Procurement portal. The Time followed in this portal is as per Indian Standard Time (IST) which is GMT+5:30. The bidders should adhere to this time during bid submission.

### 3.18. Contents of Bid on e-Tendering Portal

Section #	Category	Response
1	Physical Submission (As specified in proposal Datasheet of this RFP)	<ul style="list-style-type: none"> <li>• Bank Guarantee</li> <li>• Power of Attorney</li> </ul>
2	Response to Pre- Qualification Criteria	<ul style="list-style-type: none"> <li>• Copy of receipt of payment of tender fee and e-Service charges</li> <li>• Scanned copy of Bank Guarantee</li> <li>• Scanned Copy of Power of Attorney</li> <li>• Bid covering Letter as per format</li> <li>• Response to Pre-Qualification criterion along with the required supporting documents.</li> </ul>
3	Technical Proposal	<ul style="list-style-type: none"> <li>• Response to Technical Evaluation criterion along with the required supporting documents.</li> </ul>
4	Commercial Proposal	<ul style="list-style-type: none"> <li>• Commercial bid/proposal as per the prescribed format</li> </ul>

#### Technical Proposal

Bidder is required to prepare a Technical Proposal as detailed out in Annexures mentioned in this RFP as "Technical Bid Format". The bidder should upload all the associated documents in Online Technical Envelope (T1) in PDF format, if required can be zipped as well and then uploaded. These documents need to be digitally signed by using a digital signature and uploaded during Online Bid Preparation stage. The bidder should submit all the supporting documents as mentioned in the Technical Bid Evaluation mentioned at clause 4.3 of this RFP.

#### Commercial Bid

All commercial offers must be prepared online (An online BoQ format will be provided for this purpose during Online Bid Preparation stage). No bidder should quote his commercial offer anywhere directly or indirectly in Technical Envelope (T1), failing which the Commercial Envelope (C1) shall not be opened and his tender shall stand rejected.

### 3.19. Openings of Bids

- a) The bids that are submitted online successfully shall be opened online as per date and time given in Proposal Datasheet, through e-Tendering procedure in the presence of bidders/ authorized representative who so ever present in the meeting.
- b) Bids shall be opened either in the presence of bidders or their duly authorized representatives. The bidder representatives who are present shall sign evidencing their attendance in attendance sheet. Not more than one representative per applicant shall be permitted to be present at the time of opening the tender.
- c) Total transparency will be observed and ensured while opening the Proposals/ Bids
- d) Authority reserves the rights at all times to postpone or cancel a scheduled Bid opening
- e) Bid opening will be conducted in following stages:
  - i. Original hard copy of EMD and power of attorney shall be opened first, bids not accompanied with the requisite EMD or whose EMD is not in order shall be rejected, only those bids for which EMD and Tender fees have been successfully verified will be eligible for evaluation on pre- qualification stage.
  - ii. In this stage, Prequalification and Technical Proposals of Bidders will be opened online. Pre-qualification Proposals would be evaluated first and then technical qualification marks would be allotted who so ever qualified in the prequalification stage.
  - iii. In the last stage, Commercial Proposal of those Bidders who qualify as per the Technical qualification criterion (i.e. Minimum 70% marks in TQ) would be opened in the presence of Bidders' himself or his representatives who choose to attend the Bid opening sessions on the specified date, time and address.
- f) The Bidders' representatives who are present shall sign an attendance sheet evidencing their attendance. In the event of the specified date of Bid opening being declared a holiday for Authority, the bids shall be opened at the same time and location on the next working day. In addition to that, if their representative of the Bidder remains absent, Authority will continue process and open the bids of all Bidders.
- g) During Bid opening, preliminary scrutiny of the Bid documents will be made to determine whether they are complete, whether required EMD has been furnished, whether the Documents have been properly signed, and whether the bid document of financial are generally in order. Bids not conforming to such preliminary requirements will be prima facie rejected. Authority has the right to reject the bid after due diligence is done.

#### Technical Envelope (T1)

- a) Technical Envelope of the tenderer will be opened online through e-Tendering procedure to verify its contents as per requirements.
- b) If the various documents contained in this envelope do not meet the requirements, a note will be recorded accordingly by the tender opening authority and the said tenderer's Commercial Envelope will not be considered for further action but the same will be recorded.
- c) Decision of the tender opening authority shall be final in this regard.
- d) The commercial bids shall not be opened till the completion of evaluation of technical bids. The commercial Bids of only technically qualified Bidders as mentioned above will be opened.

Request for proposal (RFP) for Selection of the eligible CA Firms for Financial Management support including Implementation of Accrual Based Double Entry Accounting System (ABDEAS) in the ULBs of Panchkula Cluster

- e) Documents submitted by the bidder shall be closely scrutinized and the bidder shall provide all the original documents whenever requested.

**Commercial Envelope (C1)**

- a) This envelope shall be opened online as per the date and time given in detailed tender schedule (if possible), through e-Tendering procedure only,

Note: During Online Bid Preparation, apart from the abovementioned documents, if any need arises to upload additional documents in Technical Envelope, an option of 'Upload Additional Documents' has been provided in the e-Tendering software which will be available to bidders during Online Bid Preparation stage.

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## **SECTION – 4: EVALUATION OF BIDS**

### **4. Evaluation of Bids**

- a) Authority will constitute a Tender Evaluation Committee to evaluate the responses of the bidders
- b) The Tender Evaluation Committee constituted by the Authority shall evaluate the responses to the RFP and all supporting documents/ documentary evidence/ EMD/ Authorization certificate. Inability to submit requisite supporting documents/documentary evidence, may lead to rejection. The Bidders' technical solution will be evaluated as per the requirements and evaluation criteria as spelt out in the RFP document. The Bidders are required to submit all required documentation in support of the evaluation criteria specified (e.g. detailed Project citations and completion certificates, Authority contact information for verification, profiles of Project resources and all others) as required for technical evaluation.
- c) The Committee may seek inputs from their professional and technical experts in the evaluation process (if required).
- d) Authority reserves the right to do a reference check of the experience stated by the Bidder. Any feedback received during the reference check shall be considered during the technical evaluation process.
- e) The decision of the Tender Evaluation Committee in the evaluation of responses to the RFP shall be final. No correspondence will be entertained outside the process of negotiation/ discussion with the Committee.
- f) The Tender Evaluation Committee may ask for meetings with the Bidders to seek clarifications on their proposals.
- g) The Tender Evaluation Committee reserves the right to reject any or all proposals on the basis of any deviations without assigning any reason thereof.
- h) Each of the responses shall be evaluated as per the criteria and requirements specified in the RFP.
- i) Proposal Presentations: The Tender Evaluation Committee will invite each pre-qualified Bidder to make a presentation to Authority at a date, time and venue decided by the Authority. The purpose of such presentations would be to allow the Bidders to present their proposed solutions to the Committee and orchestrate the key points in their Proposals.
- j) The Bidder should cover scope of work, complexity of implementation, critical success factor, and critical path method as specified in the evaluation section.

#### **4.1. Preliminary Examination of Bids**

- a) Authority will examine the bids to determine whether they are complete, whether the documents have been properly signed, and whether the bids are generally in order. Any bids found to be non-responsive for any reason or not meeting any criteria specified in the RFP, will be rejected by Authority and shall not be included for further consideration. Initial Bid scrutiny will be carried out and bids will be treated as non-responsive, if bids are:
  - Not submitted in format as specified in the RFP document
  - Received without the Letter of Authorization (Power of Attorney)
  - Found with suppression of details

- With incomplete information, subjective, conditional offers, and partial offers submitted
  - Submitted without the documents requested
  - Non-compliant to any of the clauses mentioned in the RFP
  - With lesser validity period
- b) All responsive Bids will be considered for further processing as below: Authority will prepare a list of responsive Bidders, who comply with all the Terms and Conditions of the Tender. All eligible bids will be considered for further evaluation by a committee according to the Evaluation process define in this RFP document. The decision of the Committee will be final in this regard.

#### 4.2. Clarification of Bids

During the bid evaluation, Authority may at its discretion, ask the bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the price or substance of the bid shall be sought, offered, or permitted. Authority is entitled to ask for clarifications as many times as possible from the bidders to the satisfaction of the Tender Evaluation committee.

#### 4.3. Technical Bid Evaluation

- a) In this part, the technical bid will be reviewed for determining the eligibility of the bidder for the Project and to ascertain Compliance of the Technical bids with the Tender terms and conditions, technical requirements and scope of work as defined in this RFP.
- b) In case of no response by the bidder to any of the requirements with regard to the contents of the Technical Bid, he shall not be assigned any marks for the same.
- c) Technical bid of the bidder shall be opened and evaluated for acceptability of Techno-functional requirements, deviations and technical suitability. The bidders shall respond to the requirements as explained below for their evaluation with regard to experience and qualification. Also, the bidder shall refer and respond to all technical requirements as mentioned in the RFP document. The evaluation process would also include a presentation of technical proposal by the bidder.
- d) The bidder would be technically evaluated out of 100 marks. All the bidders who secure overall minimum of 70% will be considered as technically qualified.
- e) Technical Evaluation shall be on the basis the following parameters and associated marks:

##	Criteria	Maximum Marks (100)	Supporting Documents
1	Company Profile	20	
1.1	Average Annual turnover of Bidder for last three financial years (FY 2020-21, FY 2021-22, and FY 2022-23), should be at least INR 2.5 Cr.	10	<ul style="list-style-type: none"> <li>• Audited financial statements for the last three financial years audited (FY 2020-21, FY 2021-22 and FY 2022-23) and</li> <li>• Certificate from Chartered Accountant on turnover for the last three financial years.</li> </ul>
	> 5.5 Cr.	10	
	> 4.0 Cr. – 5.5 Cr.	7	
	> 2.5 Cr. – 4.0 Cr.	5	

Request for proposal (RFP) for Selection of the eligible CA Firms for Financial Management support including Implementation of Accrual Based Double Entry Accounting System (ABDEAS) in the ULBs of Panchkula Cluster

##	Criteria	Maximum Marks (100)	Supporting Documents
1.2	CAG empaneled on the date of submission of the proposal. Yes – 10 marks. No – 0 mark	10	Copy of CAG Empanelment letter (valid as on the date of submission)
<b>2</b>	<b>Relevant Strength</b>	<b>30</b>	
2.1	Experience of working with Government Department/ Agencies: Experience of working on similar project related to implementation accrual based double entry accounting system or financial management including bookkeeping and auditing in any central/ State Govt. department/ Public Sector Undertaking (PSUs)/ Autonomous bodies/ other Government institutions within India. The work order (with minimum value of more than INR xx Lacs) should have been issued within the last 7 years with required extension, as on last date of Bid Submission.	15	<b>For Completed Projects:</b> Work Order/ Contract Agreement + Completion Certificates from the Authority OR Work order/ Contract Agreement + Self certificate of completion & receipt of payment from Authority (Certificate by the Chartered Accountant); <b>For Ongoing Projects</b> Work Order/ Contract Agreement + Certificate from the Authority/ Self-certificate for implementation and Receipt of payment from Authority (Certificate by the Chartered Accountant);
	More than 5 projects	15	
	Between 4 - 5 projects	10	
	Between 1 - 3 projects	5	
2.2	Experience of working with Urban Local Bodies in India: Experience of working on similar project related to implementation of accrual based double entry accounting system or Finance Management including Book-keeping or audit of Urban Local Bodies in India. The work order should have been issued within the last 7 years with required extension, as on Bid Submission.	12	<b>For Completed Projects:</b> Work Order/ Contract Agreement + Completion Certificates from the Authority OR Work order/ Contract Agreement + Self certificate of completion & receipt of payment from Authority (Certificate by the chartered accountant); <b>For Ongoing Projects</b> Work Order/ Contract Agreement + Certificate from the Authority/ Self-certificate for implementation and Receipt of payment from Authority (Certificate by the chartered accountant);
	More than 5 projects	12	
	Between 4 - 5 projects	8	
	Between 1 - 3 projects	4	

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##	Criteria	Maximum Marks (100)	Supporting Documents
2.3	Experience of working in Haryana: Experience of working on similar project related to implementation accrual based double entry accounting system or financial management including bookkeeping and auditing for any central or state of Govt. department/ Public Sector Undertaking (PSUs)/ other Government institutions in Haryana only. The work order (with minimum value of more than <b>INR 75 lacs</b> ) should have been issued within the last 7 years with required extension, as on last date of Bid Submission.	3	<b>For Completed Projects:</b> Work Order/ Contract Agreement + Completion Certificates from the Authority OR Work order/ Contract Agreement + Self certificate of completion & receipt of payment from Authority (Certificate by the chartered accountant);  <b>For Ongoing Projects</b> Work Order/ Contract Agreement + Certificate from the Authority/ Self-certificate for implementation and Receipt of payment from Authority (Certificate by the chartered accountant);
	More than 5 projects	3	
	Between 4 - 5 projects	2	
	Between 1 - 3 projects	1	
<b>3</b>	<b>Key Professionals Staff Qualification and Competencies for the Assignments:</b>	<b>30</b>	<b>CV to be attached as per the given format (CV Format of Proposed Resources)</b>
3.1	<b>Project Manager:</b> Chartered Accountant with minimum 7 years of experience	14	CVs of candidates who qualify minimum educational and professional experience criterion as specified in separate table "Key Professionals Staff competencies/ experience" will ONLY be considered for evaluations under this criterion of technical evaluations.  NOTE: 1. Bidder is expected to provide CVs only in the format specified in the RFP. In case CVs provided in any format other than that mentioned in the RFP shall NOT be considered for evaluation. 2. Bidder is expected to highlight the following in each CV submitted: <ul style="list-style-type: none"><li>• Total no. of years of experience</li><li>• No. of years of relevant experience</li><li>• No. and details of project and role presented as part of relevant experience – all projects and its details</li></ul>
	i. Total Experience	7	
	> 10 years of total experience	7	
	> 7 - 10 years of total experience	5	
	ii. No. of project handled as Project Manager on accrual based double entry accounting or Financial Management including bookkeeping and auditing of government department/ local bodies:	4	
	No. of projects handled: >=4	4	
	No. of projects handled: 3	3	
	No. of projects handled: 2	2	
	iii. Experience of working with Local Bodies in term of bookkeeping, financial management, auditing of the local bodies in Haryana.	3	
	No. of projects handled: >=4	3	
	No. of projects handled: 3	2	
	No. of projects handled: 2	1	

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##	Criteria	Maximum Marks (100)	Supporting Documents
3.2	<b>Finance Expert:</b> Postgraduate in Finance Stream with minimum 5 years of experience (post qualification) Or CA (Intermediate) with minimum 3 year of experience in similar activities	8	shall be indicated separately in the format specified in the RFP.
	Total Experience	5	
	> 7 years of total experience	5	
	> 3 - 7 years of relevant experience	3	
	Experience of working in multiple projects covering accrual based double entry accounting or Financial Management including bookkeeping and auditing of local bodies.	3	
	No. of projects handled: >=3	3	
	No. of projects handled: 2	1	
	3.3	<b>Compliance Officer:</b> CA with minimum 3 years of experience (post qualification) in similar statutory compliance work	
Total Experience		3	
> 5 years of total experience		3	
> 3 - 5 years of relevant experience		2	
Experience of working in similar projects related to statutory compliance for ULBs		1	
3.4	<b>Finance Assistant:</b> CA (Intermediate)/ Postgraduate in finance stream with minimum 1 year of experience in similar activities.	4	
	i. Total Experience	2	
	> 3 years of total experience	2	
	> 1 - 3 years of relevant experience	1	
	ii. Experience of working in multiple projects covering accrual based double entry accounting or Financial Management including bookkeeping and auditing of local bodies.	2	
	No. of projects handled: >=3	2	
	No. of projects handled: 2	1	
	<b>4</b>	<b>Technical Presentations</b>	
	Approach & Methodology for proposed project		Technical Proposal submission
	Understanding of requirements	5	Note: Technical Proposal shall have following sections including:
	Overall Approach and Methodology	5	<ul style="list-style-type: none"> <li>Understanding of Requirements</li> </ul>

##	Criteria	Maximum Marks (100)	Supporting Documents
	Project Plan and Personnel Deployment Plan for coverage of all ULBs mentioned in the RFP, Training programme, Exit Management, and proposal presentation	10	<ul style="list-style-type: none"> <li>Overall Approach and Methodology for implementation</li> <li>Resource Deployment Plan with timeframe</li> <li>Training and capacity building of ULB staff</li> <li>Exit Management</li> </ul> <p>All sections and points specified in the RFP and required for scoring shall be covered and highlighted. Copy of PPT to be submitted during presentation session</p>
	<b>Total Marks</b>	<b>100</b>	

**Note:**

1. Bidder shall highlight all the relevant information in their documentation of TQ.
2. Wherever there is problem in providing information as part of the total project due to non-availability of such details in the completion certificates received from the Authority, the bidder can provide a certificate from an independent Chartered Accountant. The certificate should include its scope of work. The bidder has to provide an undertaking to this effect. But the bidder necessarily has to provide completion certificates / On-going certificate / Phase completion of the project as a whole.

#### 4.4. Commercial Bid Evaluation

- a) The commercial Bids of technically qualified bidders (i.e. Minimum 70% marks) will be opened on the prescribed date in the presence of bidder representatives.
- b) The commercial proposal will be evaluated in "QCBS" (Quality cum Cost Based System) based method.
- c) The Evaluation Committee shall indicate to all the Bidders the results of the technical evaluation through a written communication. The technical scores of the Bidders will be announced prior to the opening of the Commercial Proposals
- d) The technically shortlisted Bidders will be informed of the date and venue of the opening of the Commercial Proposals through email or written communication Only fixed price financial bids indicating total price for all the deliverables and services specified in this bid document will be considered.
- e) The commercial Bids of technically qualified bidders (i.e., minimum 70% marks) will be opened on the prescribed date in the presence of bidder representatives.
- f) Evaluation criteria proposed to be adopted will be Quality cum Cost Based System (QCBS) which would ensure the quality of the solution as well as the cost effectiveness of the same. Each bidder would be assigned a Technical Score (TS) and a Financial Score (FS) based on the technical and financial evaluation of the bid respectively. These scores would then be combined with pre-assigned weights (0.7 for technical score and 0.3 for financial score) and the bidders would be ranked as per this combined score.

- g) The Bidder would be technically evaluated out of 100 marks. Technical score of all Bidders will be calculated on the basis of the following formula:  
Technical Score of Bidder (TS) = Technical Score of the Bidder x 70% /100
- h) Where Total Financial Bid is the total bid amount of the bid being evaluated as per Annexures mentioned in this RFP, and F1 = the lowest financial bid of all the bids opened.
- i) Marks assigned to financial bid =  $100 * [F1 / \text{Total Financial Bid under consideration}]$
- j) Bidder with the highest final composite score (Final Composite Score =  $TS*0.70 + FS*0.30$ ) shall be declared as "Best Evaluated Bidder" and shall be entitled for the award of the contract.
- k) The Bidders are requested to take note of the following:
- o The weights assigned for each item is for the purpose of evaluation of this bid only and does not necessarily reflect the actual transactions/ quantities that would be undertaken for the period of contract.
  - o In case of a tie in the final composite score, the bidder having highest technical score will be considered eligible for leading to the award of the contract.
  - o The Authority may waive any minor informality or non-conformity or irregularity in a Bid, which does not constitute a material deviation, provided such a waiver does not prejudice or affect the relative ranking of any Bidder.
- l) Only fixed price financial bids indicating total prices for all the deliverables and services specified in this bid document will be considered.
- m) Errors & Rectification: Arithmetical errors will be rectified on the following basis:
- o If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected.
  - o If there is a discrepancy between words and figures, the amount in words will prevail.
- n) If there is no price quoted for certain services, it will assume those services will be free of cost to Authority, else the bid shall be declared as disqualified.
- o) Bidder should provide all prices as per the prescribed format provided in Annexure mentioned in this RFP.
- p) Authority reserves the right to ask the Bidder to submit proof of payment against any of the taxes, duties, levies indicated in response to the request for proposal.
- q) The Bidder needs to account for all Out-of-Pocket expenses related to accommodation, food and other related items in the commercial bids. Any additional charges have to be borne by the bidder.

#### 4.5. Award Criteria

Method of evaluation of selection of successful Bidder and award of Contract to bidder shall be on QCBS basis after successful Technical Qualification. Commercial of only those bidders will be unlocked who gets qualify by scoring 70% in the technical qualification criteria as per bid. Commercial will be given 30% weight to calculate the final score of the bid. Lowest the

commercial, maximum score will be given to the bidder. Bidder one who scores maximum by combining Technical and commercial scores, will be awarded by the tender.

#### **4.6. Right to Accept Any Proposal and Reject Any or All Proposal(s)**

Authority reserves the right to accept or reject any proposal, and to annul the tendering process/ Public procurement process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidders or bidders or any obligation to inform the affected bidders or bidders of the grounds for Authority action.

#### **4.7. Right to Vary Scope of Contract**

- a) Authority may at any time, by a written order given to the bidder, make changes within the specifications, services or scope of the Contract as specified.
- b) If any such change causes an increase or decrease in the cost of, or the time required for the bidder's performance of any part of the work under the Contract, whether changed or not changed by the order, an equitable adjustment shall be made in the Contract Price or time schedule, or both, and the Contract shall accordingly be amended. Any claims by the bidder for adjustment under this Clause must be asserted within thirty (30) days from the date of the bidder's receipt of the Authority's changed order.

#### **4.8. Notification of Award**

- a) Prior to the expiration of the validity period, Authority will notify the successful bidders in writing or by fax or email, that its proposal has been accepted. In case the tendering process / public procurement process has not been completed within the stipulated period, Authority may like to request the bidders to extend the validity period of the bid.
- b) The notification of award will constitute the formation of the contract. Based on the successful bidders furnishing of Performance Bank Guarantee.

#### **4.9. Contract Finalization and Award**

- a) The selected Bidder/s should convey acceptance of the award of contract by returning duly signed and stamped duplicate copy of the Letter of Intent within 7 working days of receipt of the communication.
- b) Upon notification of award to the successful Bidder, Authority will promptly notify each unsuccessful Bidder.

#### **4.10. Negotiations with the Successful Bidder**

- a) If required, negotiations will be held at the date, time and address intimated to the qualified and selected bidder. Representatives conducting negotiations on behalf of the bidder must have written authority to negotiate and conclude a Contract.
- b) All negotiations shall be undertaken in accordance with policies / rules / guidelines for "Purchase of stores by all Departments and Offices of the Government of Haryana" prescribed by Directorate of Supplies & Disposal, Government of Haryana

#### 4.11. Performance Bank Guarantee

- a) Within fifteen (15) days of the issuance of the LOI, the successful Bidder shall at his own expense submit unconditional and irrevocable Performance Bank Guarantee (PBG) to Authority. The PBG shall be from a Nationalised Bank or a scheduled Commercial Bank in the format as described in this RFP section 16.4. The PBG shall be an amount **equivalent to 10% of the total project cost (inclusive of applicable taxes)**. Authority shall invoke the performance guarantee in case the selected Vendor fails to discharge their contractual obligations during the period or Authority incurs any loss due to bidder's negligence in carrying out the project implementation as per the agreed terms & conditions. The BG must be valid for a period of 6 months after the successful completion of contract and any extensions, if any.
- b) In case the selected Bidder fails to submit performance guarantee within the time stipulated, Authority at its discretion may cancel the order placed on the selected Bidder without giving any notice.
- c) The selected Bidder shall be responsible for extending the validity date and claim period of the Performance Guarantee as and when it is due on account of non-completion of the project and Warranty period.

#### 4.12. Signing of Contract

- a) After the Authority notifies the successful bidder that its proposal has been accepted, Authority shall enter into a contract, incorporating all clauses, pre-bid clarifications and the proposal of the bidder between Authority and the successful bidder. The Draft Legal Agreement is provided as a separate document as a template.
- b) After completing negotiations, the Authority shall issue a Letter of Intent to the selected bidder and promptly notify all other bidders who have submitted proposals about the decision taken.
- c) Upon the successful bidder's furnishing of performance security, Authority may notify each unsuccessful bidder and will discharge its EMD.

#### 4.13. Failure to Agree with the Terms and Conditions of the RFP

- a) Failure of the successful bidder to agree with the Draft Legal Agreement and Terms & Conditions of the RFP shall constitute sufficient grounds for the annulment of the award, in which event Authority may award the contract to the next best evaluated bidders or call for new proposals from the interested bidders.
- b) In such a case, the Authority shall invoke the PBG of the successful bidder.

**SECTION – 5:**  
**GENERAL CONDITIONS**

**5. Rejection Criteria**

**5.1. General Rejection Criteria**

- a) Bids not qualifying under eligibility criteria.
- b) Bids submitted without or improper EMD or tender fee or POA or e-Service Charges
- c) Bids received through Telex /Telegraphic / Fax / E-Mail.
- d) Bids which do not confirm unconditional validity of the bid as prescribed in the Tender.
- e) If the information provided by the Bidders is found to be incorrect / misleading at any stage/ time during the Tendering Process.
- f) Any effort on the part of a Bidders to influence the Authority' s bid evaluation, bid comparison or contract award decisions.
- g) Bids without signature of person (s) duly authorized on required (specified) pages of the bid.
- h) Bids without power of authorization and any other document consisting of adequate proof of the ability of the signatory to bind the Bidders.
- i) Technical Bid containing commercial details or any such hints/ calculations /extrapolations/ records.
- j) Revelation of Prices in any form or by any reason before opening the Commercial Bid
- k) Failure to furnish all information required by the Tender Document or submission of a bid not substantially responsive to the Tender Document in every respect.
- l) Bidders not quoting for the complete scope of Work as indicated in the Tender documents, addendum (if any) and any subsequent information given to the Bidders.
- m) Bidders not complying with the General Terms and conditions as stated in the Tender Documents.
- n) The Bidders not confirming unconditional acceptance of full responsibility of providing services in accordance with the Scope of work and Service Level Agreements of this tender.

**5.2. Commercial Rejection Criteria**

- a) If Bidders provides incomplete bid or NIL Pricing of any services mentioned in this RFP that will be considered as free of cost services for the Authority.
- b) Price Bids that do not conform to the Tender's price bid format.
- c) If there is an arithmetic discrepancy in the commercial bid calculations the Authority shall rectify the same. If the Bidder does not accept the correction of the errors, its bid may be rejected.

## **SECTION – 6: SCOPE OF WORK**

### **6. Scope of Work:**

To strengthen the financial management system at municipalities level, the authority has decided to implement the Accrual Based Double Entry Accounting System (ABDEAS) in the municipalities of Haryana. In this regard, the authority has decided to implement the ABDEAS with the help of Finance & Accounting (F&A) module of UPYOG which is under process of finalization. Meantime, Authority has decided to hire the eligible Chartered Accountant Firms to provide handholding support to municipalities in their financial management.

Under this, current scope of work is categorized in three parts: i) Core Financial Activities which shall include assistance to ULBs in Budgeting, Accounting, and Auditing; ii) Non-Core Financial Activities which shall include assistance to ULBs in statutory compliances, MIS and reporting, other reconciliations and as per requirement of the ULBs; iii) capacity building of ULB staff

Detailed Scope of work under financial transformation for ULBs may see as below:

#### **6.1. Core Financial Activities:**

- **AS-IS Assessment for understanding the accounting process of respective ULB**

Assessment of the Existing Finance & Accounting Systems and Review of on-going initiatives in ULBs and identification of the gaps/ deviation from Haryana Municipal Accounts Manual/ National Municipal Accounts Manual (NMAM). The selected bidder needs to visit each ULB mentioned in this RFP and complete this activity.

- **Preparation of Opening Balance Sheet/ Transitional Year Balance Sheet**

- a) Listing of assets and liabilities from the books of accounts existing at the ULB.
- b) Carrying out valuation of assets & liabilities as per the Government Notifications or Municipal Accounting Manual.
- c) Perform physical verification of Assets and update the fixed asset register.
- d) Preparation of a comprehensive Fixed Assets Registers and other registers (as required).
- e) Preparation of Opening Balance Sheet/ Transitional Year Balance Sheet of the ULB under the Accrual Based Double Entry Accounting System (ABDEAS) as on cut-off date (1<sup>st</sup> April 2021) after carrying out the survey, verification and listing of municipal assets and liabilities.

- **Updation of Books of Accounts**

- a) Computerisation of all Accounting transactions of all ULB in Accrual Based Double Entry Accounting System (ABDEAS) for the financial year 2021-22 onwards through Finance and Accounting (F&A) Module of UPYOG Software provided by the department or interim through software application provided by ULB. The computerized Accounting System shall be interlinked with other existing or proposed system of ULBs so that it synchronization with the output of each system like Property Tax, inventory, Fixed Asset & others could be established.
- b) Updating of fixed assets register and prepare the comprehensive register for each of the financial year under the assignment from 2021-22 onwards till FY 24-25.
- c) Prepare and update subsidiary cash books, grant register, scheme registers, loan register, deposit register, Property tax receivables register, account payable etc (if not prepared by the ULB) for the period starting from FY 2021-22 onwards till FY 24-25.

- d) Preparation of Advance and Deposit Registers.
  - e) Assessment of Capital Work in Progress and contingent liabilities.
  - f) Identification of any grant received for specific projects, and the work done till date, pending balance, if any.
  - g) Validation of transactions and closing balances for last 3 Financial Years (starting from 1 April 2021) till FY 2024-25.
  - h) Any other registers that need to be updated (if required) as per the requirement of ULB.
- **Bank and other Reconciliations of ULB transactions at monthly basis from the FY 2021-22 to FY 2024-25**
    - a) Prepare the Bank Reconciliation Statements for each account of ULB.
    - b) Reconciliation of amounts receivables/ recoverable (on account of license fees, interest on deposits, loans, and advances etc.) and amounts payable to supplier, contractors, employees etc. and obtaining confirmation of balances.
    - c) Reconciling the investments in fixed deposits, etc. and determine the amount of accrued interest. Obtain balance confirmation from institutions holding deposits on behalf of the ULB.
    - d) Identification of pre-paid expenses, outstanding expenses, outstanding income, and any income which is received in advance.
    - e) Receivables and payables management concerning improved collection of dues and timely payments of contractors/suppliers.
  - **Preparation of Financial Statements**

Preparation of Trial Balance, Income and Expenditure statements, Receipts and Payment Statements, Cash Flow Statements, Balance sheet & relevant schedules & annexure as per Haryana Municipal Accounts Manual/ National Municipal Accounts Manual from the FY 2021-22 to FY 2024-25. Maintenance of all registers at ULB level not limited to inventory register, Fixed Asset Register, Cash book, etc.
  - **ULB's Audited Financial Statements**
    - a) Assist ULB in getting completed financial statements audited by external auditors, if any.
    - b) Review the audit queries raised/audit para, preparation of action plan, developing a standardized process for audit resolution to eliminate possibility of future recurrence of such audit queries/audit para.
    - c) Formulating and putting a proper system in respect of smooth functioning of Audit/Account committees formed / to be formed at each ULB.
  - **Municipal Budget**
    - a) Comprehensive analysis of budget for the FY 2024-25 with respect to actual income & expenditure and prepare the report on GAP Analysis with corrective measures to be taken by the ULB.
    - b) Conversion of traditional budget in accrual-based budgeting system for the FY 2025-26 as per the Haryana Municipal Accounts Manual/ National Municipal Accounts Manual.

## 6.2. Non-Core Financial Activities:

- **Assist in timely completion of Statutory compliance of ULB (Starting from FY 2021-22).**
  - a) The CA Firm to assist in ULB to comply with all the provision of the Income Tax Act, GST Act and Rules thereunder for Monthly, Quarterly and Annual Return filling

(as per requirement) during the project engagement period or any previous pending compliances starting from FY 2021-22.

- b) The CA firm will also assist the ULB in income tax/ audit para replies, preparation of information to statutory authorities post migration to Accrual Based Double Entry Accounting System.
  - c) Assistance in other statutory compliances of ULB not limited to PF, ESI, etc.
  - d) Preparation of General Provident Fund ledgers of employees of ULB.
  - e) Preparation of work ledgers including treatment of income tax, goods and service tax, sales tax, royalties, and others as applicable for data migration.
- **Reconciliations of Utility Bill, other similar dues/ payment to line departments (Starting from FY 2021-22 till FY 24-25)**
    - a) Reconciliation of Electricity bill generated for streetlights, tube wells and Office building use with Municipal tax adjustment and figure out the remaining balance to be paid by the ULB on monthly basis.
    - b) Reconciliation of Municipal Tax collected by electricity authorities on behalf of ULB and its payment to ULB.
    - c) Ensure all the utility bills like telephone bill, water bill, electricity bills are paid in time bound manner if timely payment is not done, prepare the detailed analysis report with corrective measures to be taken by the ULB.
  - **MIS and Reporting**
    - a) The CA Firm shall be responsible for the implementation of ABDEAS in the ULB(s) and will report periodically not later than fortnightly or as and when necessary to the Directorate of Urban Local Bodies (DULB).
    - b) Assist in implementing the MIS structure and ensuring regular updates to the MIS, so that Directorate of Urban Local Bodies (DULB) can receive correct and timely information from ULB.
    - c) Compilation & submission of all needed information required for State and Central Finance Commission and Directorate of Urban Local Bodies (DULB) related to the ULB under its jurisdiction.
    - d) Preparation and furnishing of all financial reports to Directorate as may be prescribed by the Directorate, Urban Local Bodies from time to time
  - **Record Keeping of ULB**
    - a) Assistance to ULB staff in good practices of record keeping
    - b) Assistance in sharing relevant information required for internal and external audit of financial statements based on past 3 years data.
    - c) Assist in reply to information sought by Directorate and any other government departments as deem fit by ULB

### 6.3. Handholding Support and Capacity Building to the ULB staff:

- a) The CA Firm shall be responsible for simultaneously Imparting on the job training / handholding support to the accounting staff of the ULBs, as part of the hand – holding assistance, for ensuring building up of necessary competencies in them for future maintenance of accounts & computerized system after migration to accrual based double entry accounting system.
- b) The CA Firm shall be required to enter all the transactions from the FY 2021-22 to FY 2024-25 in relevant software till schedule date of completion of Contract or exit date from ULB for completion of work taking the support from ULB staffs, so that they acquire competence to carry forward the work from that date. In case CA firm will take its own software for entering of all transactions, CA firm shall check its compatibility

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with UPYOG software and ensuring transition of data to UPYOG at later stage.

- c) Provide handholding support and assistance to sustain the new accounting system including asset accounting and inventory management and provide necessary 'on site' professional support in maintaining various books of accounts prescribed.

Note: The CA firm shall ensure necessary compliances/ correctness of data starting from FY 2021-22 till FY 2024-25 during the assignment period for the above-mentioned scope of work If required, authority may extend the assignment period for next two Financial Year.

## 7. Project Area

List of the ULBs falling under the Panchkula Cluster:

Cluster Name: Panchkula			
Sr. No.	District Name	Name of the ULBs	Type of the ULBs
1.	Panchkula	Panchkula	Corporation
2.	Ambala	Ambala	Corporation
3.	Panchkula	Kalka	Council
4.	Ambala	Ambala Sadar	Council
5.	Ambala	Barara	Committee
6.	Ambala	Naraingarh	Committee
<b>Total: 6 ULBs</b>			

## 8. Major Components of the ULB Level Support (not limited to scope of work mentioned above)

Sr. No.	Phase	Milestones
1.	Pre- Implementation	<ul style="list-style-type: none"> <li>Carrying out Survey &amp; Verification of Municipal Assets &amp; Inventory.</li> <li>Valuation of Fixed Assets &amp; Movable Assets &amp; Liabilities.</li> <li>Determination and creation data base of Fixed Assets, infrastructure assets, Current assets, Investments, Long term liabilities, Current Liabilities, and net worth as on the transaction date.</li> <li>Categorization, grouping and sub-grouping of assets and liabilities.</li> <li>Reducing backlog in Bank Reconciliation, updation of registers and adoption and audit of Annual Financial Statements.</li> <li>Assessing Existing System of Municipal Accounting, Identifying Deficiencies, Verifying availability of Data with ULBs &amp; Submission of Status Report ULB-Wise</li> </ul>
2.	Preparation of Opening Balance Sheet/ Transitional Year Balance Sheet	<ul style="list-style-type: none"> <li>Preparation of Opening Balance Sheet/ Transitional Year Balance Sheet of the ULB under the Accrual Based Double Entry Accounting System (ABDEAS) as on cut-off</li> </ul>

		date (1 <sup>st</sup> April 2021) after caring out the survey, verification and listing of municipal assets and liabilities.
3.	Book-keeping, Accounting, and Implementation of ABDEAS	<ul style="list-style-type: none"> <li>• Book-keeping, Accounting and Assisting the ULBs in account related activities from FY 2021-22 to FY 2024-25.</li> <li>• Implementation of Accrual Based Double Entry Accounting System.</li> </ul>
4.	Preparation of Financial Statements and compliance to Statutory requirement of ULB	<ul style="list-style-type: none"> <li>• Preparation of Financial Statements for the transition period as on cut-off date (01<sup>st</sup> April 2021)</li> <li>• Preparation and finalisation of financial statement, relevant schedules and annexures for the Financial Year 2021-22 &amp; 2022-23.</li> <li>• Checking of filling of Income Tax &amp; GST Monthly, Quarterly and Annual during the accounting period. In case of non-submission/ delay in any submission of any statutory dues, the selected bidder will assist the ULB in completing them in next one month.</li> </ul>
5.	Training and Handholding support	<ul style="list-style-type: none"> <li>• Training and Handholding support to ULBs and day to day accounting entries from the FY 2023-24 to FY 2024-25.</li> <li>• Any other activities for the purpose specified</li> </ul>
6.	Non-Core Activities	<ul style="list-style-type: none"> <li>• Assist in timely completion of Statutory compliance of ULB (Starting from FY 2021-22).</li> <li>• Reconciliations of Utility Bill, other similar dues/ payment to line departments (Starting from FY 2021-22)</li> <li>• Assist in income tax/Audit para replies, preparation of information to statutory authorities</li> </ul>

### 9. Tentative Timelines of the deliverables

The expected outputs/ deliverables for the project would be as below during the period of assignment: Where T = signing of the agreement

Sr. N.	Deliverable/output	Timelines
1.	<ul style="list-style-type: none"> <li>• Team mobilisation at ULB level</li> <li>• As-Is Assessment of current ULB financial management</li> </ul>	T1 = T + 1 Month
2.	<ul style="list-style-type: none"> <li>• Preparation and approval of Opening Balance Sheet of ULB as on 1<sup>st</sup> April 2021 including other relevant schedule as per Haryana Municipal Accounts Manual /National Municipal Accounts Manual.</li> <li>• Handholding support to Urban Local Bodies accounts related staff and upload the Financial Statement as prescribed by ULB and</li> </ul>	T2 = T1+3 Months

Sr. N.	Deliverable/output	Timelines
3.	<ul style="list-style-type: none"> <li>Up to date Books of accounts, entered all transaction in F&amp;A Module of UPYOG Software or as informed by ULB, Preparation, and approval of Balance Sheet of ULB as on 31<sup>st</sup> March 2022 including Income &amp; Expenditure Accounts &amp; other relevant schedule as per Haryana Municipal Account Code/National Municipal Accounts Manual.</li> </ul>	T3= T2+1 Month
4.	<ul style="list-style-type: none"> <li>Up to date Books of accounts, entered all transaction in selected accounting software as informed by ULB, Preparation, and approval of Balance Sheet of Urban Local Bodies as on 31<sup>st</sup> March 2023 including Income Expenditure Account &amp; other relevant schedule as per Haryana Municipal Accounts Code/National Municipal Accounts Manual.</li> </ul>	T4= T3+1 Month
5.	<ul style="list-style-type: none"> <li>Up to date Books of accounts, entered all transaction in selected accounting software, Preparation, and approval of Balance Sheet of Urban Local Bodies as on 31<sup>st</sup> March 2024. Including Income Expenditure, A/c &amp; other relevant schedule as per Haryana Municipal Accounts Code/National Municipal Accounts Manual.</li> <li>Handholding support to Urban Local Bodies accounts related staff</li> </ul>	T5= T4+1 Month
6.	<ul style="list-style-type: none"> <li>Training and Handholding support to Urban Local Bodies with day-to-day accounting entries from the Financial Year 2024-25 to till the exit date of Chartered Accountant Firms.</li> </ul>	T6= T5 to end of contract period
7.	<ul style="list-style-type: none"> <li>Non-Core Financial Activities – Compliance to statutory requirement, reconciliation of various bills, record keeping, MIS reports and Handholding support as per scope of work mentioned in scope work.</li> <li>Training of ULB staff</li> </ul>	On required frequency

Note: Successful bidder need to provide detailed plan including ULB wise timelines for all deliverables mentioned in the above section.

#### 10. Tentative Team Structure at ULB level

Sr. No.	Resource Type	Minimum Qualification	Deployment Location
1	Project Manager	Chartered Accountant with minimum 7 years (post qualification) experience of working in similar kind of project with government bodies including Urban local bodies	Resource will be deployed at District level and report to DMC and look after the complete ULBs in one district
2	Finance Expert	Postgraduate in Finance Stream with minimum 5 years of experience (post qualification) Or CA (Intermediate) with minimum 3 year of experience in similar activities	Finance Expert will be deployed at ULB level

		<b>Experience of working on IT platform is mandatory</b>	
3	Compliance Officer	CA with minimum 3 years of experience (post qualification) in similar statutory compliance work as mentioned in scope of work	Resource will be deployed at District level and report to DMC and look after the complete ULBs in one district
4	Finance Assistant	CA/ CMA (Intermediate)/ Postgraduate in Finance Stream with minimum 1 year of experience (post qualification) in similar activities. <b>Experience of working on IT system (Tally/ MS Excel) is must for this profile</b>	Finance Assistant will be deployed at ULB level

Note: Team structure mentioned above are suggestive in nature and ULB may take call to increase or decrease the number staff based on the availability of resources at their end. For team members deployed, resources need to mark attendance as per ULB process (physical signature/ Biometric) and necessary pay-outs shall be based on these attendance sheet.

### 11. Payment Schedule

Payment shall be made in following stages as detailed below:

<b>S.N.</b>	<b>Deliverable/output</b>	<b>Payment Schedule (% of Total fees)</b>
1	Preparation and approval of Opening Balance Sheet of ULB as on 1st April 2021 including other relevant schedule as per Haryana Municipal Accounts Manual /National Municipal Accounts Manual. Handholding support to Urban Local Bodies accounts related staff and upload the Financial Statement as prescribed by ULB and DULB.	20% of fee quoted for Core activities
2	Up to date Books of accounts, entered all transaction in F&A Module of UPYOG Software or as informed by ULB, Preparation, and approval of Balance Sheet of ULB as on 31st March 2022 including Income & Expenditure Accounts & other relevant schedule as per Haryana Municipal Account Code/National Municipal Accounts Manual. Handholding support to Urban Local Bodies accounts related staff and upload the Financial Statement as prescribed by ULB and DULB.	15% of fee quoted for Core activities
3	Up to date Books of accounts, entered all transaction in selected accounting software as informed by ULB, Preparation, and approval of Balance Sheet of Urban Local Bodies as on 31st March 2023 including Income Expenditure Account & other relevant schedule as per Haryana Municipal Accounts Code/National Municipal Accounts Manual. Handholding support to Urban Local Bodies accounts related staff and upload the Financial Statement as prescribed by ULB and DULB.	15% of fee quoted for Core activities
4	Up to date Books of accounts, entered all transaction in selected accounting software, Preparation, and approval of Balance Sheet of Urban Local Bodies as on 31st March 2024. Including Income Expenditure, A/c & other relevant schedule as per Haryana Municipal Accounts Code/National Municipal Accounts Manual. Handholding support to Urban Local Bodies accounts related staff and upload the Financial Statement as prescribed by ULB and DULB.	10% of fee quoted for Core activities
5	Preparation of Handholding Support Financial Statements for the FY 2024-25. Approval of Financial Statements and upload on the website of concerned Urban Local Body and Directorate of Urban Local Bodies.	30% of fee quoted for Core activities

6	Training and Handholding support to Urban Local Bodies with day-to-day accounting entries from the Financial Year 2024-25 to till the exit date of Chartered Accountant Firms. (Quarterly session need to organize by selected bidder on the overall process)	10% of fee quoted for core activities (2.5% per quarter)
7	Non-Core Financial Activities – Compliance to statutory requirement, reconciliation of various bills, record keeping, MIS reports and Handholding support.	Quarterly payment based on number of resources deployment

Note:

1. Resources deployed for core activities and non-core activities will be separate and no overlapping of work will be there.
2. Training and Handholding payment shall be divided in 4 equal quarterly Payments as per the reports and deliverables (Workshop, Training Materials, Attendance sheet of participant etc.) submitted by the Selected Agency.
3. Selected Agency is expected to submit their invoice for work undertaken at respective ULBs and separately to Authority.
4. Payment shall be made by the authority or respective ULBs upon verification of work undertaken by the Selected Agency.

## 12. General Requirements

- a) Within the defined timelines, Selected Agency is expected to prepare a comprehensive project plan for entire project covering detailed tasks which are to be carried out as a part of this project along with delivery schedule and key milestones.
- b) Selected Agency is expected to setup a Project Management Information System which will enable sharing of project plan, regular status updates with all relevant stakeholders involved.
- c) Selected Agency is expected to define the final Project Governance Structure detailing and highlighting roles and responsibilities for all stakeholders involved from Selected Agency is expected to the ULBs and other identified stakeholders. Requirements/expectations of the Selected Agency from the Authority and shall be discussed by the Selected Agency with the Authority and be jointly finalized and signed off between the Selected Agency and the Authority with the consent of respective Urban Local Bodies.
- d) Selected Agency is expected to detail the implementation approach, phases involved and highlight dependencies, and submit the same to the Authority.
- e) Project plan shall necessarily cover areas of time, scope, quality, and risk management for the entire project. Project Plan shall also include a work breakdown structure detailing various components expected as outcomes which need to be mutually agreed with the Authority.
- f) Considering that the project involves a major transformational change the operations of Municipalities and state-level machinery of the State of Haryana, Selected Agency is expected to detail out a comprehensive change and communications management strategy and plan. It is also expected that this plan will be mutually agreed with the Authority by Selected Agency.
- g) The Selected Agency is expected to that the initially approved project plan may be revised with mutually revised timeline and be shared with all stakeholders from time-to-time.
- h) Selected Agency with Authority's approval will prepare and publish a Change Control Procedure to monitor implementation of any changes in the contract subject to conditions as laid out in this RFP. No change will be accepted without approval of the change control board (CCB) formed and defined as a part of project governance structure.
- i) Schedule for deployment of personnel will be shared upfront with the Authority and respective ULB and the Selected Agency will comply with the conditions as laid down in this RFP.

### **13. Initial Composition, Full Time Obligation; Continuity of Personnel**

- a) Bidder shall ensure that each member of the Key Personnel devotes substantial working time to perform the services to which that person has been assigned as per the proposal.
- b) Bidder shall not make any changes to the composition of the Key Personnel and not require or request any member of the Key Personnel to cease or reduce his or her involvement in the provision of the Services during the Term (or agree to any request other than from Authority that would have the same effect):
  - o Unless that person resigns, is terminated for cause, dies, is long-term disabled, is on permitted mandatory leave under Applicable Law or retires; and without Authority's and Respective ULB's prior written consent. The clauses of non-disclosure agreement shall always operate in any such case.
  - o Bidder shall promptly notify this to the authority and respective ULB of its intention to re-hire any member of the Key Personnel who had resigned from bidder in the previous 12-month period. Authority and respective ULB shall have the right to request that any member of the Key Personnel who resigns and is re-hired by bidder within 12 months of the resignation date be re-assigned to the provision of the Services.
- c) In case the resource has resigned, then the bidder has to inform the authority and Respective ULB within appropriate timeline of such resignation.
- d) Bidder shall promptly initiate a search for a replacement and use commercially reasonable efforts (including the expenditure of reasonable sums, such as to engage the services of a recruiting firm) to ensure that the role of any member of the Key Personnel is not vacant for any longer than 30 days, subject to reasonable extensions requested by bidder of Authority and respective ULB.
- e) Before assigning any replacement member of the Key Personnel to the provision of the Services, bidder shall provide Authority with:
  - o A resume, curriculum vitae and any other information about the candidate that is reasonably requested by Authority; and
  - o An opportunity to interview the candidate, if required.
- f) The bidder has to provide replacement resource, who is equal or better than earlier resources and scores at least the same marks as the resource proposed originally on the same evaluation parameters defined in this RFP document. Once this confirmation is received, Authority may request for an interview of the candidate and notify bidder within mutually agreed timelines. If Authority does not request an interview within mutually agreed timelines then it would be deemed as accepted.
- g) If Authority does object to the appointment, bidder shall not assign the individual to that position and shall seek an alternative candidate.

### **14. Solicitation of Employees**

During the Termination and during the period thereafter, Authority shall have the right to solicit and hire:

- a) In case of a termination for convenience, all members of the Key Personnel; and
- b) In case of a termination other than for convenience, all members of the Key Personnel; in addition, in each case, any two members of the Selected Agency's Team (other than Key Personnel) of Selected Agency's choice and at its sole discretion.

### **15. Transition and Exit Management**

Bidders are expected to submit a detailed Transition and Exit Management plan as part of its technical proposal. Authority shall evaluate the Transition and Exit management plans submitted by the Successful Bidder, recommend suitable changes, if necessary and adopt the plan. The Plan approved by Authority shall be implemented by the Selected Agency. The plan needs to be discussed and approved by Authority. The detailed Transition and Exit Management plan will be dealt as per the MSA of Request for proposal (RFP).

## 16. Annexures

The bidders are expected to respond to RFP using the forms given in this section and all documents supporting Proposal Evaluation Criteria.

### 16.1. Annexure - Pre-qualification Bid Forms

#### i. Compliance Sheet for Pre-Qualification Proposal (PQ)

S.N	Document required	File Name	Page No.
1.	Tender Fee		
2.	Earnest Money Deposit		
3.	Power of Attorney		
4.	Particulars of the Bidder		
5.	Supporting documents for PQ 1 – Copy of Constitution certificate issued by ICAI.		
6.	Supporting documents for PQ 2 – Copy of Certificate of Incorporation/Partnership Deed/ Registration Certificate		
7.	Supporting documents for PQ 3 – Goods and Service Tax (GST) Registration Certificate		
8.	Financial Turnover for PQ 4- Audited financial statements for the last three financial years audited (FY 2020-21, FY 2021-22 and FY 2022-23)  And Certificate from Chartered Accountant on turnover for the last three financial years.		
9.	Supporting documents for PQ 5 – Certificate from the statutory auditor (of Bidder)/Chartered Accountant certifying that the Net worth of Bidder is positive for each of the last three preceding financial years (FY 2020-21, FY 2021-22 and 2022-23).		
10.	Supporting documents for PQ 6 (6a), 6 (6b) & 6(c): Project n – Details of Experience format + Work Order + Completion certificates+ Self certificate of completion & receipt of payment from Authority (Certificate by the statutory auditor/ chartered accountant) (as specified in PQ 6) (if applicable)  (One set of documents shall be submitted for each additional project and each such project shall be indicated separately in this format)		

Request for proposal (RFP) for Selection of the eligible CA Firms for Financial Management support including Implementation of Accrual Based Double Entry Accounting System (ABDEAS) in the ULBs of Panchkula Cluster

11.	Supporting documents for PQ 7- Copy of Constitution certificate issued by ICAI and self-certification for employees.		
12.	Supporting documents for PQ 8– The Bidder must submit self-certificate to this effect signed by authorized signatory as mentioned in the RFP		
13.	Supporting documents for PQ 9– Valid GST registration certificate/ Constitution certificate issued by the ICAI.		
14.	Any other documents		

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**ii. Format for Bank Guarantee for Earnest Money Deposit**

Ref: \_\_\_\_\_

Date \_\_\_\_\_

Bank Guarantee No. \_\_\_\_\_

To,

Director, Urban Local Bodies,  
Bays No. 11 - 14, Sector - 4,  
Panchkula, Haryana - 134112

Whereas <<Name of the bidder>> (has submitted the bid for Submission of RFP <<RFP Number>> dated <<Date>> for <<Name of the assignment>> (hereinafter called "the Bid") to Directorate of Urban Local Bodies (DULB), Haryana (hereinafter called "the Authority") Know all Men by these presents that we <<... >> having our office at <<Address>> (hereinafter called "the Bank") are bound unto the <<Authority>> (hereinafter called "the Authority") in the sum of Rs. <<Amount in figures>> (Rupees <<Amount in words>> only) for which payment well and truly to be made to the said Authority, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this <<Date>>.

The conditions of this obligation are:

1. If the Bidder having its bid withdrawn during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its bid by the Authority during the period of validity of bid
  - (a) Withdraws his participation from the bid during the period of validity of bid document; or
  - (b) Fails or refuses to participate in the subsequent Tender process after having been short listed;

We undertake to pay to the Authority up to the above amount upon receipt of its first written demand, without the Authority having to substantiate its demand, provided that in its demand the Authority will note that the amount claimed by it is due to it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to <<insert date>> and including <<extra time over and above mandated in the RFP>> from the last date of submission and any demand in respect thereof should reach the Bank not later than the above date.

NOTWITHSTANDING ANYTHING CONTAINED HEREIN:

- I. Our liability under this Bank Guarantee shall not exceed INR <<Amount in figures>> (Rupees <<Amount in words>> only)
- II. This Bank Guarantee shall be valid up to <<insert date>>
- III. It is condition of our liability for payment of the guaranteed amount or any part thereof arising under this Bank Guarantee that we receive a valid written claim or demand for payment under this Bank Guarantee on or before <<insert date>> failing which our liability under the guarantee will automatically cease.

(Authorized Signatory of the Bank)

Seal:

Request for proposal (RFP) for Selection of the eligible CA Firms for Financial Management support including Implementation of Accrual Based Double Entry Accounting System (ABDEAS) in the ULBs of Panchkula Cluster

Date:

**iii. Particulars of the Bidder**

Sl No.	Information Sought	Details to be Furnished
A	Name and address of the Bidding organization	
B	Incorporation status of the Bidder firm (Limited Liability Partnership Act, 2008/ The Indian Partnership Act,1932 / as amended.	
C	Year of Establishment	
D	Date of registration with ICAI	
E	Date of empanelment with CAG along with validity	
F	Details of registration with appropriate authorities for GST.	
G	Name, Address, email, Phone nos. and Mobile Number of Contact Person	

(Signature of the Authorized signatory of the Bidding Organization)

Name :

Designation :

Date :

Company Seal :

Business Address :

Request for proposal (RFP) for Selection of the eligible CA Firms for Financial Management support including Implementation of Accrual Based Double Entry Accounting System (ABDEAS) in the ULBs of Panchkula Cluster

**iv. Details of ineligibility for corrupt or fraudulent practices / blacklisted with any of the Government or Public-Sector Undertaking or Local Governments**

**<<On the letterhead of the Bidding Organization>>**

Date:

To,  
Director, Urban Local Bodies,  
Bays No. 11 - 14, Sector - 4,  
Panchkula, Haryana - 134112

**Subject:** Declaration for not being under an ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government or Public-Sector Unstreiking or Local Governments in India

Dear Sir,

We, the undersigned, hereby declare that:

We are not under a declaration of ineligibility / banned / blacklisted by any State or Central Government / any other Government institutions/ local Governments in India for any reason as on last date of submission of the Bid or convicted of economic offence in India for any reason as on last date of submission of the Bid

Thanking you,

Yours faithfully

(Signature of the Authorized signatory of the Bidding Organization)

Name :

Designation :

Date :

Company Seal :

Business Address :

**v. Financial Turnover**

**<<On the letterhead of the Chartered Accountant >>**

**<<To be submitted along with Audited Financial Statements>>**

Date

To,

Director, Urban Local Bodies,  
Bays No. 11 - 14, Sector - 4,  
Panchkula, Haryana - 134112

Dear Sir,

We have examined the books of accounts and other relevant records of <<Bidder along with registered address>>. On the basis of such examination and according to the information and explanation given to us, and to the best of our knowledge & belief, we hereby certify that the annual turnover for last three FY years was as per details given below:

<b>Information from Balance Sheets (in Indian Rupees)</b>			
	<b>xx.xx. 20xx</b>	<b>xx.xx.20xx</b>	<b>xx.xx.20xx</b>
<b>Annual Turnover</b>			

(Signature of the Chartered Accountant)

Name :

Designation :

Membership Number :

UDIN :

Date :

Company Seal :

Business Address :

**vi. Details of Experience of Bidder in Various projects**

As per the format below, the bidder should provide information for each project on similar assignments required for pre-qualification and technical evaluation criteria.

Credential for < Prequalification Criteria No. / Technical Criteria No>		
Sr. No.	Name of the Organization - <<Name of the Bidder >>	Details
<b>General Information</b>		
1.	Customer Name	
2.	Name of the contact person and contact details for the Authority of the assignment	
3.	Whether Authority visit can be organized	(YES / NO)
<b>Project Details</b>		
4.	Project Title	
5.	Start Date and End Date of Project	
6.	Total Cost of the project	
7.	Current Status (Live / completed / on-going / terminated / suspended)	
8.	No of staff provided by your organization	
9.	Please indicate the current or the latest period with the Authority (From Month –Year to Month-Year)	
10.	Please indicate whether the Authority is currently using the implemented strategy	
<b>Size of the project</b>		
11.	No. of ULB's under the project (if Any)	
12.	Training responsibilities of Bidder	
13.	Any other information to be shared with Authority	
<b>Narrative Description of the Project:</b>		
<b>Detailed Description of actual services provided by Bidder:</b>		
<b>Documentary Proof:</b>		

## 16.2. Annexure: Technical Bid Format

### i. Compliance Sheet for Technical Proposal

S.N.	Document required	File Name	Page No.
1.	Technical Bid Covering Letter		
2.	Certificate of Conformity / No deviation		
3.	Physical Submission of Documents: EMD and Power of Attorney		
4.	Supporting documents for TQ 1 – Financial Capacity format		
5.	Supporting documents for TQ 1 – <ul style="list-style-type: none"> <li>• Audited financial statements for the last three financial years audited (FY 2020-21, FY 2021-22 and FY 2022-23) and</li> <li>• Certificate from Chartered Accountant on turnover for the last three financial years.</li> </ul>		
6.	CAG empaneled on the date of submission of the proposal		
7.	Supporting documents for TQ 2.1: <b>For Completed Projects:</b> Work Order/ Contract Agreement + Completion Certificates from the Authority OR Work order/ Contract Agreement + Self certificate of completion & receipt of payment from Authority (Certificate by the statutory auditor/ chartered accountant); <b>For Ongoing Projects</b> Work Order/ Contract Agreement + Certificate from the Authority/ Self-certificate for implementation and Receipt of payment from Authority (Certificate by the statutory auditor/ chartered accountant);		
8.	Supporting documents for TQ 2.2 – <b>For Completed Projects:</b> Work Order/ Contract Agreement + Completion Certificates from the Authority OR Work order/ Contract Agreement + Self certificate of completion & receipt of payment from Authority (Certificate by the statutory auditor/ chartered accountant); <b>For Ongoing Projects</b> Work Order/ Contract Agreement + Certificate from the Authority/ Self-certificate for implementation and Receipt of payment from Authority (Certificate by the statutory auditor/ chartered accountant);		
9.	Supporting documents for TQ 2.3 – <b>For Completed Projects:</b> Work Order/ Contract Agreement + Completion Certificates from the Authority OR		

Request for proposal (RFP) for Selection of the eligible CA Firms for Financial Management support including Implementation of Accrual Based Double Entry Accounting System (ABDEAS) in the ULBs of Panchkula Cluster

	<p>Work order/ Contract Agreement + Self certificate of completion &amp; receipt of payment from Authority (Certificate by the statutory auditor/ chartered accountant);</p> <p><b>For Ongoing Projects</b></p> <p>Work Order/ Contract Agreement + Certificate from the Authority/ Self-certificate for implementation and Receipt of payment from Authority (Certificate by the statutory auditor/ chartered accountant);</p>		
10.	Supporting documents for TQ 3: CV of Project Manager+ Account Assistant <Candidate Name> – CV in format specified in the RFP and indicating required experience and qualification		
11.	<p>Supporting documents for TQ 4 –</p> <ul style="list-style-type: none"> <li>• Overall Approach and Methodology for implementation</li> <li>• Resource Deployment Plan with timeframe</li> <li>• Training and capacity building of ULB staff</li> <li>• Exit Management</li> </ul> <p>Note on 'Understanding of requirements'</p>		
12.	Any other documents		

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ii. **Technical Bid- Covering Letter**

<<On Bidder / Letterhead>>

Date:

To,

Director, Urban Local Bodies,  
Bays No. 11 - 14, Sector - 4,  
Panchkula, Haryana - 134112

**Subject: Selection of Chartered Accountant Firms for Financial Management support including Implementation of Accrual Based Double Entry Accounting System (ABDEAS) in the Urban Local Bodies of Panchkula Cluster.**

Dear Sir,

1. We hereby request to be qualified with the Authority as a Tenderer for “**Selection of Chartered Accountant Firms for Financial Management support including Implementation of Accrual Based Double Entry Accounting System (ABDEAS) in the Urban Local Bodies of Panchkula Cluster**” against Tender No. <>. I / We declare that all the services shall be performed strictly in accordance with the RFP documents and we agree to all the terms and conditions in the RFP.
2. I / We confirm that I / we am / are withdrawing all the deviations, counter clauses, proposed modifications in the Scope of work, Terms and Conditions which may have been mentioned in our proposal.
3. We authorize Authority or its authorized representatives to conduct any investigations to verify the statements, documents and information submitted and to clarify the financial and technical aspects of this application. For this purpose, we hereby authorize (any public official, engineer, bank, depository, manufacturer, distributor, etc.) or any other person or firm to furnish pertinent information deemed necessary and requested by Authority to verify statements and information provided in this application or regarding our competence and standing.
4. The names and positions of persons who may be contacted for further information, if required, are as follows:  
Name: \_\_\_\_\_; Designation: \_\_\_\_\_; Telephone: \_\_\_\_\_; E-mail id: \_\_\_\_\_
5. We declare that the statements made and the information provided in the duly completed application are complete, true and correct in every detail. On verification at any time in the future if it is found that information furnished with this application and statements made therein are not true, incomplete or incorrect, we hereby authorize Authority to reject our application.
6. We confirm having submitted the information as required by you in Qualification Criteria. In case you require any other further information / documentary proof in this regard before evaluation of our bid, we agree to furnish the same in time to your satisfaction.
7. We undertake, if our proposal is accepted, to provide all the services related to “**Selection of Chartered Accountant Firms for Financial Management support including Implementation of Accrual Based Double Entry Accounting System (ABDEAS) in the ULBs of Panchkula Cluster**” put forward in the bid document or such features as may subsequently be mutually agreed between us and Authority or its appointed representatives.

8. We agree for unconditional acceptance of all the terms and conditions set out in the bid document and also agree to abide by this bid response for a period of 180 days from the date of bid submission and it shall remain binding upon us with full force and virtue. Till a formal contract is prepared and executed, this bid response, together with your written acceptance thereof in your notification of award, shall constitute a binding contract between us and Authority.
9. We hereby declare that in case the contract is awarded to us, we will submit Performance Bank Guarantee as prescribed in the RFP.
10. I/We understand that Authority reserves the right to reject any application without assigning any reason thereof.
11. I/We hereby undertake that I/We have not made any payment or illegal gratification to any person/authority connected with the bid process so as to influence the bid process and have not committed any offence under the Prevention of Corruption, Act in connection with the bid.
12. All the prices mentioned in our Tender are in accordance with the terms as specified in the RFP documents. All the prices and other terms and conditions of this Bid are valid for a period of 180 calendar days from the date of opening of the Bid.
13. We hereby confirm that our prices inclusive of all taxes, duties and levies.
14. We understand that the actual payment would be made as per the existing tax rates during the time of payment.
15. We have indicated in the relevant forms enclosed, the unit rates for the purpose of on account of payment as well as for price adjustment in case of any increase to / decrease from the scope of work under the contract.
16. We further confirm that the prices stated in our bid are in accordance with your Instruction to Bidders included in Tender documents.
17. In case you require any other further information/documentary proof before/during evaluation of our Tender, we agree to furnish the same in time to your satisfaction.
18. We declare that our Bid Price is for the entire scope of the work as specified in the tender document. These prices are indicated in Commercial Bid submitted as part of the requirements of Tender.
19. Our commercial proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.
20. We understand you are not bound to accept any Proposal you receive.
21. We hereby declare that our Tender is made in good faith, without collusion or fraud and the information contained in the Tender is true and correct to the best of our knowledge and belief.
22. I/We shall disclose any payments made or proposed to be made to any intermediaries (agents, etc.) in connection with the bid.
23. It is hereby confirmed that I/We are entitled to act on behalf of our corporation/ company/firm/organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Thanking you,

Yours faithfully

(Signature of the Authorized signatory of the Bidding Organization)

**iii. Certificate of Conformity/ No Deviation**

**<<To be submitted on the Company Letter head of the >>**

Date:

To,  
Director, Urban Local Bodies,  
Bays No. 11 - 14, Sector - 4,  
Panchkula, Haryana - 134112

This is to certify that, the method for the project which I/ We have mentioned in the Technical bid, and which I/ We shall apply if I/ We am/ are awarded with the work, are in conformity with the minimum services of the bidding document and that there are no deviations of any kind from the requirement specifications mentioned in the request for proposal.

Also, I/ we have thoroughly read the RFP and by signing this certificate, we hereby submit our token of unconditional acceptance to all the terms & conditions of the bidding document without any deviations.

I/ We also certify that the price I/ we have quoted is inclusive of all the cost factors involved in the end-to-end implementation and execution of the project, to meet the desired Standards set out in the bidding Document.

Thanking you,  
Yours faithfully

(Signature of the Authorized signatory of the Bidding Organization)

Name :  
Designation :  
Date :  
Company Seal :  
Business Address :

**iv. CV format for Proposed Resources**

Name of the employee					
Name of the employer	<<Name of the Bidder >>				
Proposed position					
Date of Birth					
Nationality					
Total years of relevant experience					
Total years of relevant experience in Govt. Sectors					
Certifications	Note: Please attach copies of relevant certificates				
Education	Qualification	Name of School / College / University	Degree Obtained	Date Attended	
	Note: Please attach copies of relevant certificates				
Language	Language	Read	Write	Speak	
Employment Record	Employer	Position	From (MM / YYYY)	To (MM / YYYY)	Exp. in Months
	<i>(Starting with present position list in reverse order)</i>				

<p>Relevant Experience</p>	<p><i>(Give an outline on the experience most pertinent to tasks mentioned in the project. Describe degree of responsibility held on these relevant assignments).</i></p> <p><i>Maximum 8 Projects:</i></p> <table border="1" data-bbox="542 382 1427 821"> <tr> <td data-bbox="542 382 867 480"><b>Name of Assignment/Project</b></td> <td data-bbox="867 382 1427 480"></td> </tr> <tr> <td data-bbox="542 480 867 537">Year</td> <td data-bbox="867 480 1427 537"></td> </tr> <tr> <td data-bbox="542 537 867 594">Location</td> <td data-bbox="867 537 1427 594"></td> </tr> <tr> <td data-bbox="542 594 867 651">Authority</td> <td data-bbox="867 594 1427 651"></td> </tr> <tr> <td data-bbox="542 651 867 707">Main project features</td> <td data-bbox="867 651 1427 707"></td> </tr> <tr> <td data-bbox="542 707 867 764">Positions held</td> <td data-bbox="867 707 1427 764"></td> </tr> <tr> <td data-bbox="542 764 867 821">Activities performed</td> <td data-bbox="867 764 1427 821"></td> </tr> </table>	<b>Name of Assignment/Project</b>		Year		Location		Authority		Main project features		Positions held		Activities performed	
<b>Name of Assignment/Project</b>															
Year															
Location															
Authority															
Main project features															
Positions held															
Activities performed															
<p>Certification</p>	<p>I, the undersigned, certify that to the best of my knowledge and belief, this bio-data correctly describes myself, my qualifications, and my experience.</p> <p>Date: _____</p> <p>Place _____</p> <p>Signatory _____ Signature of the employee / Authorized</p>														

**v. Approach & Methodology**

1. The Bidder should cover details of the methodology proposed to be adopted for planning and implementation of the project relating to establishment of the proposed solution in the ULBs.
2. The Bidder may give suggestions on improvement of the scope of work given and may mention the details of any add-on services related to this project over and above what is laid down in the tender document. List of deliverables should also be identified and explained.
3. The bidder shall describe the approach and methodology to be undertaken to achieve the set objectives and outcomes of the Project including but not limited to:
  - Implementation Approach for core and non-core services mentioned in scope of work
  - Sustainability of Project (Handholding support to ULB's Staff)
  - Potential Risk and Risk Management Approach associated with project.
4. The Bidder shall describe the knowledgebase, best practices and tools that will be used by the project team for the execution of scope of work activities.

**vi. Project Plan**

S. No	Item of Activity	Month-Wise Program					
		M1	M2	M3	M4	M5	.....
1	Activity 1						
2	Activity 2						
3	Activity 3						
4	Activity 4						
5	Activity 5						
6	Activity 6						

- Indicate all main activities of the assignment, including delivery of reports and other benchmarks such as Bidder approvals. For phased assignments indicate activities, delivery of reports, and benchmarks separately for each phase.
- Duration of activities shall be indicated in the form of a bar chart.

Note: The above activity chart is just for the purpose of illustration. Bidders are requested to provide detailed activity & phase wise timelines for executing the project with details of deliverables & milestones as per their proposal.

**vii. Format of Deployment of Personnel**

- The Bidder should provide a detailed resource deployment plan in place to ensure that technically qualified staff is available to deliver the project.
- The Bidder should provide the summary table of details of the manpower that will be deployed on this project along with detailed CVs of key personnel.

No.	Name of Staff	Education Qualification and Designation / Role	Area of Expertise	Deployment Period (In Months)						Total Man-Months Proposed	Full Time/ Part Time
				M1	M2	M3	M4	M5	N		
				1							
2											
3											

**viii. Team Composition**

- The Bidder shall indicate the overall team composition that is expected to be deployed across locations as part of this project.

Request for proposal (RFP) for Selection of the eligible CA Firms for Financial Management support including Implementation of Accrual Based Double Entry Accounting System (ABDEAS) in the ULBs of Panchkula Cluster

- Team shall be indicated separately in the overall team composition.

S.N.	Name of Staff	Qualification	Experience	Area of Expertise	Position assigned	Time committed on engagement	Deployment mode (Onsite / Offsite)

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### 16.3. Annexure - Format for Commercial proposal

#### i. Commercial Bid Cover Letter

Name of the Cluster..... (To be filled by the Bidding Organization)

To,  
Director, Urban Local Bodies,  
Bays No. 11 - 14, Sector - 4,  
Panchkula, Haryana - 134112

Dear Sir /Madam:

We, the undersigned, offer to provide the consulting services for [Insert name of Assignment] in accordance with your RFP dated [Insert Date] and our Technical Proposal.

Our attached Financial Proposal is for the amount of INR..... (Insert amount(s) in words) which is inclusive of all taxes, duties and levies. Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in the Data Sheet.

No fees, gratuities, rebates, gifts, commissions or other payments have been given or received in connection with this Proposal.

We understand that you are not bound to accept any Proposal you receive.

Yours sincerely,

(Signature of authorized signatory of the Bidding organization and seal)

Request for proposal (RFP) for Selection of the eligible CA Firms for Financial Management support including Implementation of Accrual Based Double Entry Accounting System (ABDEAS) in the ULBs of Panchkula Cluster

**ii. Details of cost components (BOQ format)**

**Name of Cluster: Panchkula (Total 6 Nos. of ULBs)**

**Name of the Bidder:**

**Core Activities:**

- Preparation and approval of Opening Balance Sheet of ULB as on 1st April 2021 including other relevant schedule.
- Preparation, and approval of Balance Sheet of ULB as on 31st March 2022 including Income & Expenditure Accounts & other relevant schedule.
- Preparation, and approval of Balance Sheet of ULB as on 31st March 2023 including Income & Expenditure Accounts & other relevant schedule.
- Preparation, and approval of Balance Sheet of Urban Local Bodies as on 31st March 2024. Including Income Expenditure, A/c & other relevant schedule.
- Preparation of Handholding Support Financial Statements for the Financial Year 2024-25.

S.N.	ULB Name	ULB Type	TOTAL AMOUNT WITHOUT TAXES (INR)
1.	Panchkula	Corporation	
2.	Ambala	Corporation	
3.	Kalka	Council	
4.	Ambala Sadar	Council	
5.	Barara	Committee	
6.	Naraingarh	Committee	
<b>Sub-Total</b>			
<b>Applicable Taxes</b>			

Request for proposal (RFP) for Selection of the eligible CA Firms for Financial Management support including Implementation of Accrual Based Double Entry Accounting System (ABDEAS) in the ULBs of Panchkula Cluster

S.N.	ULB Name	ULB Type	TOTAL AMOUNT WITHOUT TAXES (INR)
<b>Total (X)</b>			

**Resource Cost (Tentative):**

S. NO.	RESOURCE TYPE	PERSON MONTH RATE (INR) (A)	QTY (B)	PERSON MONTHS (C)	TOTAL AMOUNT WITHOUT TAXES (INR) (D= A*B*C)
1	Project Manager		2	12	
2	Finance Expert		20	12	
3	Compliance Officer		2	12	
4	Finance Assistant		26	12	
<b>Sub-Total</b>					
<b>Applicable Taxes</b>					
<b>Total (Y)</b>					

**Note: Bidder need to provide the break-up of above-mentioned resource ULB wise and their deployment plan. Project Manager and Compliance officer may be considered at District level and Finance Expert/ Finance Assistant will be deployed at ULB level. Above mentioned number of resources are indicative and bidder may change the number as per their understanding of the scope of work. Any increase and decrease in number of resources will be justified by proper reasoning in the proposal.**

**Total Bid Value**

Components	Amount (in INR)
Total Cost of Core activities (X)	
Total Resource Cost (Y)	
<b>Total Bid Value (X + Y)</b>	

Request for proposal (RFP) for Selection of the eligible CA Firms for Financial Management support including Implementation of Accrual Based Double Entry Accounting System (ABDEAS) in the ULBs of Panchkula Cluster

Dated:

Place:

Sign & sealed: (Authorized representative of the Bidding organisation)

Note:

1. Selected Agency is expected to submit their invoice for work undertaken at respective ULBs separately to the Authority.
2. Payment shall be made by the authority or respective ULBs upon verification of work undertaken by the Selected Agency
3. In case, additional resource requirement is required during the engagement, unit rate provided would be considered in above BOQ for calculation
4. Quantity for each type of Municipality for every activity specified in the BOQ shall be quoted as per structure of the cluster specified in this RFP.
5. In case any discrepancies are found in this quantity i. e. quantity quoted by Bidder and that specified in the RFP, Authority shall have the right to amend the quantity quoted by the Bidder.

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#### 16.4. Annexure - Format for Performance Bank Guarantee

Ref: \_\_\_\_\_

Date \_\_\_\_\_

Bank Guarantee No. \_\_\_\_\_

To,  
Director, Urban Local Bodies,  
Bays No. 11 - 14, Sector - 4,  
Panchkula, Haryana - 134112

Whereas, <<name of the supplier and address>> (hereinafter called "the Successful Bidder") has undertaken, in pursuance of contract no. <Insert Contract No.> dated. <Date> to provide Implementation services for <<name of the assignment>> to Directorate of Urban Local Bodies (DULB), Haryana (hereinafter called "the Authority")

And whereas it has been stipulated by in the said contract that the bidder shall furnish you with a bank guarantee by a recognized bank for the sum specified therein as security for compliance with its obligations in accordance with the contract;

And whereas we, <Name of Bank> a banking company incorporated and having its head/registered office at <Address of Registered Office> and having one of its office at <Address of Local Office> have agreed to give the supplier such a bank guarantee.

Now, therefore, we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of Rs.<Insert Value> (Rupees <Insert Value in Words> only) and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of Rs. <Insert Value> (Rupees <Insert Value in Words> only) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the bidder before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the Successful Bidder shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification. This Guarantee shall be valid until <<Insert Date>>

Notwithstanding anything contained herein:

I. Our liability under this bank guarantee shall not exceed Rs. <Insert Value> (Rupees <Insert Value in Words> only).

II. This bank guarantee shall be valid up to <Insert Expiry Date>

III. It is condition of our liability for payment of the guaranteed amount or any part thereof arising under this bank guarantee that we receive a valid written claim or demand for payment under this bank guarantee on or before <Insert Expiry Date>) failing which our liability under the guarantee will automatically cease.

Date \_\_\_\_\_

Place \_\_\_\_\_

Witness \_\_\_\_\_

Signature \_\_\_\_\_

Printed name \_\_\_\_\_

**(Bank's common seal)**

**Signature Not Verified**

Digitally signed by Parmod Kumar  
Date: 2024.03.13 21:06:48 IST  
Location: Haryana-HR

