

**Directorate of Urban Administration & Development, Bhopal**



**Request for proposal For  
Empanelment of Chartered Accountants' Agency/Firm for ULBs (Urban Local Bodies)  
Audit as per Municipal Accounting system  
(NIT No.: 240 Dated: 03<sup>th</sup> January 25 2023)**



Main Rd 1, No 6 Locality, Palika Bhavan, Shivaji Nagar, Bhopal, Madhya Pradesh, Pin- 462016

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**Email: -uaddtenders@mpurban.gov.in**

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

## **Disclaimer**

The Directorate, Urban Administration and Development (UADD), Bhopal has prepared this Request for Proposals (RFP) to “Empanelment of Chartered Accountants’ Agency/Firm for ULBs (Urban Local Bodies) Audit as per Municipal Accounting system”. The RFP is a detailed document with specifies terms and conditions on which the bidder is expected to work.

UADD has taken due care in preparation of information contained herein which may or may not be exhaustive or accurate.

The Bidder acknowledges that prior to the execution of this Agreement; the Bidder has after a careful examination, made an independent evaluation of the Request for Proposals, Scope of the Project, and all information provided by the UADD.

The Parties agree that any mistake or error in or relating to any of the matters set forth in above paras shall not vitiate this Agreement, or render it voidable.

In the event that either Party becomes aware of any mistake or error relating to any of the matters set forth in above paras, that Party shall immediately notify the other Party, specifying the mistake or error; provided, however, that a failure on part of the UADD to give any notice pursuant to these paras shall not prejudice the disclaimer of the UADD contained in above paras and shall not in any manner shift to the UADD for any risks assumed by the bidder pursuant to this document.

Except as otherwise provided in this document, all risks relating to the Project shall be borne by the bidder and the UADD shall not be liable in any manner for such risks or the consequences thereof.

## Table of Contents

## Contents

|      |  |    |
|------|--|----|
| 1.   | Introduction and Background .....                            | 12 |
| 2.   | Selection, Evaluation & Empanelment Process .....            | 13 |
| 3.   | Bid Data Sheet .....   | 14 |
| 4.   | Eligibility / Qualification Criteria .....                   | 14 |
| 4.1  | Pre-Qualification cum Technical Qualification Criteria ..... | 14 |
| 5.   | Scope of work .....  | 16 |
| 6.   | Allotment of Work Within Empaneled Agencies .....            | 18 |
| 7.   | Instruction to Bidders .....                                 | 19 |
| 7.1  | Earnest Money Deposit (EMD) .....                            | 19 |
| 7.2  | Performance Security .....                                   | 19 |
| 7.3  | Sale of Bidding/ Tender Documents .....                      | 19 |
| 7.4  | Pre-bid Meeting/ Clarifications .....                        | 19 |
| 7.5  | Changes in the Bidding Document.....                         | 20 |
| 7.6  | Period of Validity of Bids .....                             | 20 |
| 8.   | Submission of Proposal .....                                 | 21 |
| 8.1  | Proposal Submission .....                                    | 21 |
| 8.2  | Cost & Language of Bidding .....                             | 22 |
| 8.3  | Alternative/ Multiple Bids .....                             | 22 |
| 8.4  | Instructions for Online Bid Submission .....                 | 22 |
| 9.   | Opening of Proposals .....                                   | 24 |
| 9.1  | Proposal Evaluation.....                                     | 24 |
| 9.2  | Preliminary Evaluation .....                                 | 24 |
| 9.3  | Evaluation of Financial Proposal .....                       | 25 |
| 9.4  | Exclusion of Proposal/Disqualification .....                 | 25 |
| 9.5  | Information and Publication of Award .....                   | 26 |
| 9.6  | UADD's Right to Accept OR Reject any OR All Proposals.....   | 26 |
| 9.7  | Selection of Firm .....                                      | 26 |
| 9.8  | Late Proposal .....  | 26 |
| 9.9  | Cancellation of Tender Process .....                         | 26 |
| 9.10 | Interference with Tender Process.....                        | 27 |
| 9.11 | Debarment from Bidding .....                                 | 27 |
| 9.12 | Monitoring of Contract .....                                 | 27 |
| 9.13 | Corrupt/Fraudulent Practices.....                            | 27 |
| 9.14 | Sub-Contracting .....  | 28 |
| 9.15 | Withdrawal, Substitution, and Modification of Bids.....      | 28 |

|       |  |    |
|-------|--|----|
| 9.16  | Clarification of Bids .....  | 28 |
| 9.17  | Information and publication of award .....                                       | 28 |
| 9.18  | Procuring entity's right to accept or reject any or all Bids.....                | 29 |
| 9.19  | Execution of agreement.....  | 29 |
| 9.20  | Confidential Information .....   | 29 |
| 9.21  | Verification of Eligibility Documents by UADD .....                              | 29 |
| 9.22  | Issuance of Work Order under Empanelment/Rate Contract .....                     | 30 |
| 10.   | General Terms and Conditions of Proposal & Contract.....                         | 31 |
| 10.1  | Signing of Contract .....  | 31 |
| 10.2  | Execution of agreement.....  | 31 |
| 10.3  | Failure to agree with the "Terms and Conditions" of the Tender .....             | 31 |
| 10.4  | Contract Documents.....  | 31 |
| 10.5  | Governing Law .....  | 31 |
| 10.6  | Recoveries from Firm.....  | 31 |
| 10.7  | Taxes & Duties .....   | 32 |
| 10.8  | Copyright .....  | 32 |
| 10.9  | Force Majeure .....  | 32 |
| 10.10 | Termination .....  | 33 |
| 10.11 | Termination for Default .....  | 34 |
| 10.12 | Termination for Insolvency .....   | 34 |
| 10.13 | Termination for Convenience.....   | 34 |
| 10.14 | Settlement of Disputes or arbitration.....                                       | 35 |
| 10.15 | Other Conditions .....   | 35 |
| 10.16 | Limitation of Liability.....   | 36 |
| 10.17 | Exit Management on Contract Completion/Termination:.....                         | 36 |
| 11.   | Special Terms and Conditions of Tender & Contract.....                           | 38 |
| 11.1  | Period of empanelment.....   | 38 |
| 11.2  | Payment Terms .....  | 38 |
| 11.3  | Deliverable & associate Penalty.....   | 38 |
| 12.   | ANNEXURES .....  | 40 |
| 12.1  | Annexure-1: Pre-Bid Queries Format.....  | 40 |
| 12.2  | Annexure-2: Bid Cover Letter .....   | 41 |
| 12.3  | Annexure-3: Agency/ Company information.....                                     | 42 |
| 12.4  | Annexure-4: Financial Proposal Format .....                                      | 43 |
| 12.5  | Annexure-5: Self-Declaration .....   | 48 |
| 12.6  | Annexure-6: CA Certificate format for Turnover (Indicative).....                 | 50 |
| 12.7  | Annexure-7- Indicative Format for POWER OF ATTORNEY FOR SIGNING OF PROPOSAL..... | 51 |
| 12.8  | Annexure-8- Division wise ULBs details .....                                     | 52 |

|       |   |           |
|-------|---|-----------|
| 12.9  | <b>Annexure-9- Cluster wise ULBs Details .....</b>          | <b>66</b> |
| 12.10 | <b>Annexure-10- Undertaking Regarding Local Office.....</b> | <b>67</b> |

**DIRECTORATE, URBAN ADMINISTRATION AND DEVELOPMENT, BHOPAL****Notice Inviting Tenders (NIT)**

NIT No- 240

Date: 03-01-2025

Directorate, Urban Administration and Development (UADD), Bhopal invites Bids from eligible Bidders for the Project/Work(s) detailed in the following table. The Bidders shall submit Bids on “**Item rate Basis**” for all of the following Project/Work(s):

| S. No. | Work   | Earnest Money Deposit (EMD) in (INR) | Cost of Bid Document in (INR)                | Project Duration |
|--------|--|--------------------------------------|--|------------------|
| 1      | RFP for “Empanelment of Chartered Accountants' Agency/Firm for ULBs (Urban Local Bodies) Audit as per Municipal Accounting system” | 30000/-                              | ₹ 5000.00 + Processing Fees (Non-Refundable) | 2 Year           |

- Detailed NIT & Bid Documents can be seen at the website <https://www.mptenders.gov.in/> and can be downloaded from the same.
- The Bid Documents can be purchased only online from **03/01/2025 to 30/01/2025 on 17:00 Hrs.**
- Any subsequent addendum/ corrigendum shall be published only at website <https://www.mptenders.gov.in/>

Additional Commissioner  
Directorate, Urban Administration and Development  
Bhopal, Madhya Pradesh

### **DEFINITIONS**

In absence of availability of definitions in the foregoing references, the capitalized terms shall be interpreted in accordance with the Government of India Guideline or any other relevant law, rule or regulation prevalent in India, as amended or re-enacted from time to time, in that order;

**"Bid"** shall mean Technical Bid and Financial Bid submitted by the Bidders, in response to this RFP, in accordance with the terms and conditions thereof;

**"Bidder"** for the purpose of the RFP, shall mean „Bidding Entity' (including its permitted successors and legal assigns subject to fulfilment to conditions given in 'RFP') which meets the Qualification Requirements/Eligibility Criteria as specified in the 'RFP 'and has been allowed by UADD based on its Response to 'RFP' for submission of Bid.

**"Bidding Company"** for the purpose of the RFP, shall refer to such single person/ company/ firm/agency etc. (including its permitted successors and legal assigns subject to fulfilment of conditions as given in 'RFP')which meets the Qualification Requirements/eligibility criteria for submission of Bid;

**"Bidding Guidelines"** shall mean the procedure methodology/prescribed herewith in RFP for calling the proposal, selection and finalization of successful bidder for carrying out agreement for execution of the project;

**"Bid Deadline"** shall mean the last date and time for submission of proposal in response to this RFP, specified herewith;

**"Bid Price"** shall mean the sum total of Rates quoted by the Bidder in respect of each line item mentioned in the BOQ provided. Rates as mentioned herein shall mean the price of each line item multiplied by number of units of a line item.

**"Contract Period"** shall mean entire period of Project commencing from the date of issuance of LoA and ending on the date of the completion of certified by the UADD and shall include the completion/ implementation period; and it can be extended based on the site situations after the mutual understanding of Successful Bidder and Authority.

**"Performance Bank Guarantee"** shall have the meaning as the interest free Performance Security, in the form of an irrevocable & unconditional Bank Guarantee from a Scheduled Bank in the Prescribed format given herein and has to be submitted within fifteen days (15) from the day of issue of LoA/LOI, with the validity up to Three (3) Month beyond the end of the Contract Period.

**"Evaluation Committee"** shall mean the Procurement Committee of UADD or sub-committee constituted by UADD, Bhopal for carrying out the evaluation of Technical Bid of the bidders as per the details elaborated in the RFP

**"Financial Bid"** shall mean, the Bidder's Financial Quote on Item Rate basis of Estimated Project Cost, including the all Charges as defined herein the RFP.

**"Letter of Award"** or **"LoA"** shall mean the letter to be issued by UADD to the Successful Bidder, who has been identified as the Selected Bidder or prospected bidder after the process given in the RFP for awarding the project for its execution;

**"UADD"** shall mean Directorate of Urban Administration & Development, Bhopal or its authorized representative for carrying out the process for selection of 'Successful Bidder' or 'Selected Bidder' as defined in this RFP and to execute the Agreement to carry out the Project as per terms of the Agreement and RFP;

**"Project" or "The Project"** shall mean the work of "Empanelment of Chartered Accountants' Agency/Firm for ULBs (Urban Local Bodies) Audit as per Municipal Accounting system" as Per terms of the Agreement and RFP;

**"Successful Bidder" or "Selected Bidder" or "Agency" or "Firm"** shall mean the Bidder selected pursuant to this RFP for the execution of the Project as per the terms and conditions of this RFP Document.

**Abbreviations**

|                      |  |
|----------------------|--|
| Authorized Signatory | The proposer's representative/ officer vested (explicitly, implicitly, or through conduct) with the powers to commit the authorizing organization to a binding agreement. Also called signing officer/ authority having the Power of Attorney (PoA) from the competent authority of the respective agency. |
| Bidder/ Legal Entity | Entity bidding as a response to this RFP   |
| UADD                 | Directorate, Urban Administration and Development  |
| Competent Authority  | An authority or officer to whom the relevant administrative or financial powers have been delegated for taking decision in a matter relating to procurement.   |
| RFP                  | Request for proposal for Empanelment   |
| Day                  | A calendar day as per GoMP/ Gol.   |
| Gol/ GoMP            | Govt. of India/ Govt. of Madhya Pradesh  |
| HR                   | Human Resource   |
| INR                  | Indian Rupee   |
| IT                   | Information Technology   |
| JD                   | Job Description  |
| CV                   | Curriculum vitae   |
| NIT                  | Notice Inviting Tender   |
| Notification         | A notification published in the Official Gazette   |
| PAN                  | Permanent Account Number   |
| GST                  | Goods and Service Tax  |
| EPF                  | Employee Provident Fund  |
| ESI                  | Employee State Insurance   |
| PC                   | Procurement/ Purchase Committee  |
| Proposal             | A formal offer made in pursuance of an invitation by UADD and includes any tender, proposal or quotation   |
| Proposer             | Any person/ agency/ company/ contractor/ supplier/ agency participating in the procurement/ RFP process with the procurement entity  |
| Agency               | Any Firm / agency/ company/ contractor/ supplier participating in the procurement/ RFP process with the procurement entity   |
| Tender Process       | The process of procurement extending from the issue of invitation to proposals till the award of the procurement contract or cancellation of the Tender Process, as the case may be  |
| EMD                  | Earnest Money Deposit  |
| PBG                  | Performance Bank Guarantee   |
| LoI                  | Letter of Intent   |
| ULBs                 | Urban Local Bodies   |
| WO/ PO               | Work Order/ Purchase Order   |

**Bid Data Sheet**

| Particular  | Details  |
|---|--|
| Name of the Client  | Directorate, Urban Administration and Development (UADD), Bhopal, Madhya Pradesh   |
| Address and Concerned person for Correspondence               | Commissioner, UADD, Palika Bhavan, Main Rd 1, No 6 Locality, Palika Bhavan, Shivaji Nagar, Bhopal, Madhya Pradesh, Pin- 462016, Bhopal   |
| Bid Evaluation Criteria (Selection Method)                    | The selection will be done through Least Cost Selection process (L1). Technically qualified bidder with least cost will be qualified for empanelment.  |
| Eligibility Criteria  | As detailed in RFP   |
| Purchase of Tender Start Date                                 | 03-01-2025   |
| Bid Submission start Date                                     | 06-01-2025, 11:00 A.M.   |
| Last Date of Bid Submission                                   | 30-01-2025 05:00 PM  |
| Last date, time and email address to send the Pre-bid queries | Pre-bid queries should be submitted before 15.01.2025 till 05:30 pm (Any query submitted after this will not be considered) to email id <a href="mailto:uaddtenders@mpurban.gov.in">uaddtenders@mpurban.gov.in</a><br>Pre-bid queries should be submitted as per the format given in Annexure -1 |
| Pre-bid meeting   | 16.01.2025 12:00 Noon at UADD office   |
| Cost of document  | Rs. 5000.00 + Processing Fees (non-refundable) to be paid online through the e-procurement portal.   |
| EMD / Bid Security Amount                                     | Rs. 30000.00 /- only to be paid online through e-procurement portal. EMD in form of Bank guarantee not acceptable.   |
| Date and time for opening of Technical Proposal               | 31-01-2025, 05:15 PM.  |
| Date and time for opening of Financial Proposal               | The date and time would be communicated to the qualified bidders   |
| Performance Bank Guarantee                                    | The successful bidder shall be required to submit performance guarantee of an amount <b>Rupees 500000/- (INR)</b> in the form of Performance Bank Guarantee (PBG) for the engagement period plus 90 days., in the form of bank guarantee with UADD.  |
| Method of submission of Proposal                              | Only through e-Procurement portal of UADD (website <a href="https://www.mptenders.gov.in/">https://www.mptenders.gov.in/</a> )   |
| Validity of Bids  | Minimum 180 days from the due date of submission of proposal as mentioned in this TENDER or the subsequent corrigendum (if any)  |
| Project Duration  | 2 Year   |
| Submission Hardcopy of Bid                                    | Only at the request of UADD  |

## Note:

1. Bidders (authorized signatory) shall submit their offer on-line in electronic formats both for technical and financial proposal. The Technical Bid or Financial Bid shall not be submitted in physical form. However, for the purpose of examination and review at any stage of the Project, the UADD reserves the right to summon the original or truly certified copy of any document submitted by any Bidder in its Bid.
2. Tender document can be viewed/ downloaded from the website <https://www.mptenders.gov.in/> Bidder has to submit the processing fee and other applicable fee (if any) with tender only.
3. Any further corrigendum/ addendum shall be uploaded on the <https://www.mptenders.gov.in/>
4. UADD will not be responsible for delay in online submission due to any reason. For this, bidders are requested to upload the complete bid well advance in time so as to avoid technical and last-minute issues like slow speed; chocking of website due to heavy load or any other unforeseen problems.
5. The procuring entity reserves the sole right to cancel the bid process and reject any or all of the Bids without assigning any reason.
6. Procurement entity disclaims any factual/ or other errors in the bidding document (The onus is purely on the individual bidders to verify such information) and the information provided therein are intended only to help the bidders to prepare a bid-proposal.
7. No conditional bids shall be accepted and such bids shall be summarily rejected forthwith.
8. The UADD reserves the right to reject any or all offers without assigning any reason. The UADD reserves the right to change the schedule mentioned above or elsewhere mentioned in the document, which will be communicated by placing the same as corrigendum on the MP E tender portal. The copy of this document may be downloaded from the MP E Tender Portal.

## 1. Introduction and Background

### 1.1 About UADD

The rate of urbanization in Madhya Pradesh is increasing rapidly, urban population in Madhya Pradesh is expected to increase up to 35% of total population by 2026.

Urban Local bodies in Madhya Pradesh provide the multiple services to citizens i.e. birth/death certificate, marriage certificate, property & water tax collection, Garbage collection, Trading and hoarding license, Building permission etc.

Urban Administration and development is directorate of all urban local bodies in Madhya Pradesh. The Directorate, Urban Administration and Development (UADD) functions as an interface between the State Government and ULBs, which function directly under the Urban Development & Housing Department or Directorate, Urban Administration & Development.

### 1.2 Objective of this RFP

The purpose of this Request for Proposal (hereafter referred to as "RFP") is to improve the financial governance by the "Empanelment of firm for ULBs Financial Audit". This RFP contains details regarding scope, project timelines, evaluation process, terms and conditions as well as other relevant details which bidder needs to factor while responding to this RFP. The main scope of work is to financial audit of Urban local bodies as per municipal Accounting farmwork and prevailed rules and law.

### 1.3 Due Diligence

The Bidders are expected to examine all instructions, terms and condition stated in this RFP. The Bid shall be deemed to have been submitted after careful study and examination of this RFP document. The Bid should be precise, complete and in the prescribed format as per the requirement of this RFP document. Failure to furnish all information or submission of a bid not responsive to this RFP will be at the Bidders' risk and may result in rejection of the bid. The decision of UADD on rejection of bid shall be final.

It will be incumbent upon each Bidder to fully acquaint itself with the existing conditions, and other relevant factors of Project, which would have any effect on the performance of the contract and/ or the cost. The Bidders are advised to do due-diligence should be conducted before the Bidding.

## 2. Selection, Evaluation & Empanelment Process

### 2.1 Selection & Evaluation Process

UADD shall constitute a Tender Evaluation Committee to evaluate the responses of the Bidders. The Tender Evaluation Committee shall evaluate the responses to the RFP and all supporting documents/documentary evidence. The method of selection is Least Cost Selection (L1), Technically qualified bidders with least cost will be selected for empanelment as per RFP clauses.

- The date and time for opening of Technical Bid is specified in the bidding schedule and that of the Financial Bid would be communicated at respective stages to eligible Bidders.
- The Financial Bids of only those Bidders will be opened who clears the Pre-Qualification cum Technical Qualification criteria.
- Technically Qualified Bidders shall be ranked L1, L2, L3, etc. on the basis of Financial Evaluation

### 2.2 Process of Empanelment

1. The Bidder having the lowest Grand Total Cluster wise (as per the table of Financial Bid) shall be considered as L1 in a particular Cluster. For each cluster L1 will be calculated.
2. UADD would empanel up to 3 eligible firm (including L1) in each Cluster, those who are agree to match all-line items rates as L1 rates. For empanelment, the acceptance of L1 rates by L2 or subsequent bidders shall tantamount to matching of all the line items rates of L1.
3. Bidder(s) who agree to accept the option may be consider for empanelment. In case a bidder refuses to match the rates, then bidder shall not be empaneled.
4. The UADD will empanel up to 3 Firm in each cluster as per the actual requirement of the UADD or ULBs. The decision of UADD on this matter will be final and binding.
5. It shall be ensured that the offer recommended for sanction is justifiable looking to the prevailing market rates of the service required to be procured.
6. The bidders are required to quote Cluster wise for each and every line item, if any bidder does not quote any rate in respect of any Categories, the bid will be rejected.
7. In the event the rates quoted by multiple bidders are 'tied', the bidder having higher Annual Average turnover will be given preference to get empanelment with UADD.

### 3. Bid Data Sheet

Please Refer Bid Data Sheet on Page No. 10 of this RFP.

### 4. Eligibility / Qualification Criteria

#### 4.1 Pre-Qualification cum Technical Qualification Criteria

A proposer participating in the tender process shall possess the following minimum pre-qualification/eligibility criteria.

| S.No. | Specific requirement   | Supporting Documents   |
|-------|--|--|
| PQ- 1 | The Auditors firm should be registered with the Institute of Chartered Accountants of India and operational for at least last 5 years from date of publication of RFP.   | a) Documentary Proof of Registration<br>b) Copy of GST Registration certificate issued by GSTN authorities.<br>c) PAN card.  |
| PQ- 2 | The CA firm must have an average annual turnover of Rs. 25.00 Lakh during the last 3 (Three) financial years i.e. 2021-22, 2022-23 and 2023-24.  | a) Extracts from the audited Balance sheet and Profit & Loss of last 3 years (2021-22, 2022-23, 2023-24)<br>Certificate from the statutory auditor/ CA certificate (with UDIN) |
| PQ-3  | The Bidder should have positive net worth in each of the last three (3) audited financial year 2021-22, 2022-23 and 2023-24 statement.   | b) Certificate by the Statutory auditor/ CA certificate (with UDIN).   |
| PQ-4  | The firm must have Similar experience of working with at least five different Government Organizations/Undertakings, Ministries or PSUs or Urban local bodies during the last five years. Out of the five experiences, at least one experience should be in Urban Local Bodies.<br>Note: -<br>1.Experience of PSU Banks shall not be considered under this clause.<br>2.Last Five Financial Year: - (2019-20, 2020-21, 2021-22, 2022-23, 2023-24).<br>3.Similar Experience: Worked on financial Audit related work.<br>4.More than one ULBs under one state will be considered as one organization for purpose of counting similar experience. | a. Copy of Work Orders/ Agreement/LOA/LOI<br>a) Completion Certificate from Client /CA certificate with UDIN number / Statutory Auditor specifying value received.             |

|      |   |   |
|------|---|---|
| PQ-5 | <p>The firm must have experience as a financial consultant or Advisor of any urban local body/ies or any central or any state government urban department in last 5 financial Year (2019-20, 2020-21, 2021-22, 2022-23,2023-24).</p> <p>Note: Financial audit experience will not be considered under this qualification.</p>   | <p>a. Copy of Work Orders/ Agreement/LOA/LOI</p> <p>b. Completion Certificate from Client /CA certificate with UDIN number / Statutory Auditor specifying value received.</p> |
| PQ-6 | <p>The Bidder should not be active blacklisted/Debarred by any Central/State Government in India for unsatisfactory past performance, corrupt, fraudulent or any other unethical business practices.</p> <p>If the bidder has been blacklisted/debarred at any point of time and its validity is not mentioned in the blacklist/debarred letter, then it will be considered as next 3 years from the date of issue.</p> | <p>b. Self-Attested Letter by Company / Firm / Agency</p>   |
| PQ-7 | <p>The firm or its proprietor/partner/directors should not have any interest in UADD or in any scheme/funds implemented by it.</p>  | <p>Undertaking on bidder's letter head.</p>   |

**Note: -**

1. Technical Proposal and Financial proposal should clearly mention name of Cluster with reference Tender ID no.
2. **Bidder can participate for maximum 2 (Two) Cluster out of all Cluster.** If bidder participated in more than 02 clusters, then client will consider & evaluate only 02 bids (in order of Cluster 01, Cluster 02, Cluster 03, Cluster 04, Cluster 05, Cluster 06, Cluster 07) for evaluation and reject remaining bids at its discretion. In this situation the decision of the UADD will be final.
3. Interested Bidders are advised to study this RFP document carefully before submitting their proposal in response to this 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. This RFP document is not transferable.
4. Proposals of bidders which do not confirm to all the above eligibility criteria will not be considered for technical/Financial evaluation and shall be summarily rejected without any separate notice or assigning any reason whatsoever.
5. The successful firm must have an office in Madhya Pradesh. If the firm does not have an office in Madhya Pradesh at the time of bidding, an undertaking (as per Annexure – 10) must be submitted with the technical bid on the firm's letterhead, stating that an office will be set up by the bidder (if selected for the empanelment) within 45 days from the date of signing the agreement.

## 5. Scope of work

### 1. Objective

The primary objective of this Activity/project is to provide an independent assessment of the financial statements of the urban local bodies (ULBs) to ensure accuracy, transparency, and compliance with applicable laws and regulations.

### 2. Audit Planning

- **Initial Meeting:** Conduct an initial meeting with the management of the ULBs to understand the financial processes, systems, and controls in place.
- **Risk Assessment:** Identify and assess risks of material mis-statement in the financial statements due to fraud or error.
- **Audit Strategy:** Develop a comprehensive audit strategy and plan, including timelines and resource allocation.

### 3. Audit Execution

- **Internal Controls Review:** Evaluate the effectiveness of internal controls over financial reporting. This includes testing the design and implementation of controls and assessing their operating effectiveness.
- **Substantive Testing:** Perform substantive testing on financial transactions and balances to verify their accuracy and completeness. This includes detailed testing of transactions, account balances, and disclosures.
- **Compliance Testing:** Ensure compliance with relevant laws, regulations, and policies. This involves reviewing adherence to statutory requirements, grant conditions, and other regulatory obligations.
- **Verification of Assets and Liabilities:** Verify the existence, ownership, and valuation of assets and liabilities reported in the financial statements. This includes physical verification of assets, confirmation of balances, and valuation assessments.
- **Revenue and Expenditure Analysis:** Analyse revenue and expenditure streams to ensure they are recorded accurately and appropriately. This includes testing the completeness and accuracy of revenue recognition and expenditure recording.

### 4. Reporting

- **Draft Report:** Prepare a draft audit report highlighting key findings, observations, and recommendations. This report will include an executive summary, detailed findings, and suggested improvements.
- **Management Discussion:** Discuss the draft report with the management of the ULBs to obtain their feedback and responses. This discussion aims to ensure that the management understands the findings and agrees with the recommendations.
- **Final Report:** Issue the final audit report incorporating management's responses and any necessary adjustments. The final report will be comprehensive and include all significant audit findings and recommendations. The final report must contain certified full set of final accounts inclusive of Balance sheet, Income and expenditures, Cash flow statements, Receipt and Payment Accounts, Notes to accounts, significant accounting policies and key performance statements prepared based on Madhya Pradesh Municipal Accounting Manual following accrual basis of accounting.
- **Presentation:** Present the audit findings to the UADD and ULB. This presentation will provide an overview of the audit process, key findings, and recommendations for improvement.

## 5. Follow-Up

- **Action Plan:** Assist in developing an action plan to address the audit findings and recommendations. This plan will outline specific actions, responsible parties, and timelines for implementation.
- **Monitoring:** Monitor the implementation of the action plan and provide periodic updates to the management and governing body. This ensures that the recommendations are effectively implemented, and any issues are promptly addressed.

## 6. Additional Services

- **Advisory Services:** Provide advisory services on financial management, internal controls, and compliance as needed. This includes guidance on best practices, process improvements, and risk management. Firm should support ULBs on their taxation matters.
- **Training:** Conduct training sessions for the staff of the ULBs on best practices in financial management and reporting. This training aims to enhance the financial literacy and capabilities of the staff, ensuring better financial governance.
- The firm shall assist ULBs with the submission of 15th and 16th Finance Commission data on the city finance portal. The firm may also be required to prepare reports, statements, and additional formats as per the requirements of the ULBs.
- Any other work related to financial administration as per the ULB or UADD may be assigned to the empaneled agency.

## 7. Credit rating

- The services provider may be asked to assist ULBs with obtaining credit score from designated credit rating agency.

## **6. Allotment of Work Within Empaneled Agencies**

1. ULBs may issue work order to any empaneled agencies for respective Cluster. If the empaneled agency does not accept the work within 7 days after issue of word order by the ulb, then ULB may award the same work to another empaneled agency of the same cluster.
2. Final work allotment will be based on performance of Firm and discretion of UADD/ ULBs.
3. Work will be assigned to empaneled agencies as per the requirement of ULBs and payment will be done by the ULB on actual work done by the ULBs.
4. In case no firm is found for empanelment in any cluster or only one firms is found suitable for the empanelment, At the discretion of the UADD additional work may be allotted to any firms empaneled with other cluster by the UADD with mutual consent.

## 7. Instruction to Bidders

### 7.1 Earnest Money Deposit (EMD)

- a) The bidder shall submit Earnest Money Deposit (EMD) of an amount as mentioned in Bid data Sheet of RFP, which shall be deposited online during the submission of the tender on e-Procurement portal.
- b) Unsuccessful bidder's EMD will be released within 30 working days of issuing of work order or signing of agreement with successful agencies.
- c) The successful bidder's EMD will be returned after submission of performance security.

### 7.2 Performance Security

- a) The successful agencies who are eligible to empanel with UADD under this engagement shall submit a Performance Guarantee of an amount **Rupees 500000/- (INR)** in the form of Performance Bank Guarantee (PBG) for the engagement period plus 90 days. All charges with respect to the Performance Security shall be borne by the bidder.
- b) The selected agencies are required to submit the Performance bank guarantee of the amount as mentioned in schedule of RFP along with the signed agreement.
- c) The Performance Security shall be returned upon being satisfied that there has been due performance of the obligations of the bidder under the contract. However, no interest shall be payable on the performance security.
- d) Security may be invoked on violation of any of the conditions given below:
  - I. Bidder is not able to deliver services as per SLA.
  - II. The bidder or his employee is involved in any unlawful activity during its engagement with UADD.
  - III. If the Bidder is non-responsive to the requirements raised by UADD.

### 7.3 Sale of Bidding/ Tender Documents

The sale of bidding documents shall be as per bid Data Sheet. The complete bidding document shall be placed on the e-Procurement portal. The prospective bidders shall be permitted to download the bidding document from the websites and pay its price while submitting the Bid to the procuring entity.

### 7.4 Pre-bid Meeting/ Clarifications

Any prospective proposer may, in writing, seek clarifications from UADD in respect of the RFP document

- a) The prospective bidder requiring any clarification on the tender shall contact UADD through email by sending their queries at [uaddtenders@mpurban.gov.in](mailto:uaddtenders@mpurban.gov.in) in the format as per Annexure-1.
- b) UADD will provide clarifications to only those queries which would be received as specified in

"Schedule of RFP". All future correspondence/corrigendum shall be published on <https://mptenders.gov.in/>.

- c) A pre-bid meeting shall also be scheduled by UADD as per the details mentioned in the RFP and to clarify doubts of potential proposers in respect of the RFP.

#### **7.5 Changes in the Bidding Document**

- a) At any time, prior to the deadline for submission of Bids, the procuring entity may for any reason, whether on its own initiative or as a result of a request for clarification by a bidder, modify the bidding documents by issuing an addendum/corrigendum in accordance with the provisions below.
- b) In case, any modification is made to the bidding document or any clarification is issued which materially affects the terms contained in the bidding document, the procuring entity shall publish such modification or clarification in the same manner as the publication of the initial bidding document.
- c) In case, a clarification or modification is issued to the bidding document, the procuring entity may, prior to the last date for submission of Bids, extend such time limit in order to allow the bidders sufficient time to take into account the clarification or modification, as the case may be, while submitting their Bids.
- d) Any bidder, who has submitted his Bid in response to the original invitation, shall have the opportunity to modify or re-submit it, as the case may be, within the period of time originally allotted or such extended time as may be allowed for submission of Bids, when changes are made to the bidding document by the procuring entity; provided that the Bid last submitted or the Bid as modified by the bidder shall be considered for evaluation.
- e) Any corrigendum issued in this regard shall be uploaded on <https://mptenders.gov.in/>.

#### **7.6 Period of Validity of Bids**

The proposals submitted by bidders shall be valid for a period of 180 days from the date of submission of the proposal. On completion of the validity period, in case required, UADD would solicit the bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing by post or email.

## 8. Submission of Proposal

### 8.1 Proposal Submission

The proposal shall be submitted as per the schedule given in the "Schedule/Data Sheet of RFP". The (Pre-Qualification) PQ cum Technical Proposal and Financial Proposal shall be submitted online on MP Tender portal separately as follows under the specified areas as follows:

Part 1: PQ cum Technical Proposal

Part 2: Financial Proposal

**Note: The bidder is instructed that all required and supporting documents in the technical bid should be properly indexed with page numbers, along with a summary of the annexed documents at the beginning of the bid.**

#### 1. (Pre-Qualification) PQ cum Technical Proposal –

The PQ cum Technical Proposal shall contain the following information:

- i. Covering letter as per Annexure
- ii. Pre-Qualification & Technical Qualification Criteria Compliance
- iii. All required annexure and undertaking
- iv. Power of Attorney
- v. Any additional information or document that the bidder may think fit but not included elsewhere in the proposal, which will help UADD to assess the capabilities of the Firm.

Note:

- I. The PQ cum Technical Proposal shall not include any financial proposal information. If mentioned, the proposal shall be rejected.
- II. During PQ cum technical evaluation, clarification on already submitted documents may be sought by UADD, through written communication, to which the bidder should respond within the timelines given.

#### 2. Financial Proposal –

- i. After verifying the eligibility criteria, UADD shall notify the shortlisted bidders indicating the date, time and place for financial proposal opening. The Financial bid of eligible Bidders shall be opened in the presence of Bidders /authorized representatives who choose to attend.
- ii. The Financial bid shall be submitted in the format given on <https://mptenders.gov.in> as per Annexure and should not have any deviations, restrictive statements, etc. therein. Otherwise, such proposal is liable to be rejected at the sole discretion of UADD.

- iii. All the prices shall be entered in Indian Rupees ONLY (% values are not allowed).
- iv. If any difference in the figures or words is found, then the value in words shall prevail.
- v. In case any bidder has failed to quote for any/all the items in the Financial Bid Formats, the bid submitted by that bidder will be rejected and its EMD will be forfeited.
- vi. Bidders are advised to exercise adequate care in quoting the prices. No excuse for corrections in the quoted figures will be entertained after the proposals are submitted to UADD.

Note: It is suggested that bidder quote financial proposal considering the increment given to all the employees every year for the entire project duration.

## 8.2 Cost & Language of Bidding

- a) The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the procuring entity shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- b) The Bid, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the procuring entity, shall be written only in English Language. Supporting documents and printed literature that are part of the Bid may be in another language provided they are accompanied by an accurate translation of the relevant passages in English/ Hindi language, in which case, for purposes of interpretation of the Bid, such translation shall govern.

## 8.3 Alternative/ Multiple Bids

Alternative/ Multiple Bids shall not be considered at all.

## 8.4 Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the MP TENDERS Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the MP TENDERS Portal, prepare their bids in accordance with the requirements and submitting their bids online on the MP TENDERS Portal.

More information useful for submitting online bids on the MP TENDERS Portal may be obtained at: <https://mptenders.gov.in/nicgep/app>

### A. Registration:

- I. Bidders are required to enrol on the MP e-Tender module of the Central Public Procurement Portal (URL: <https://mptenders.gov.in/nicgep/app>) by clicking on the link "Online bidder Enrolment" on the MP TENDERS Portal which is free of charge.
- II. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

- III. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the MP TENDERS Portal.
- IV. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- V. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- VI. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

**B. Assistance to Bidders:**

- I. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- II. Any queries relating to the process of online bid submission or queries relating to MP TENDERS Portal in general may be directed to the 24x7 MP TENDERS Portal Helpdesk.

## 9. Opening of Proposals

### 9.1 Proposal Evaluation

- I. Initially the PQ cum technical proposal containing “**Part 1: PQ cum Technical Proposal**” shall be opened online in the first instance in the presence (if present) of representatives of the bidders at the time and place as mentioned in the Section Important Dates.
- II. Bids will be evaluated with respect to Eligibility criteria. The bidders who are found to be eligible, shall be evaluated as per the technical evaluation criteria's.
- III. Financial proposal of only those bidders, whose proposals qualify after PQ cum technical evaluation, will be opened through online portal at UADD as per “Schedule of RFP”.
- IV. One authorized representative of each of the bidders would be permitted to be present at the time of aforementioned opening of the proposal.

### 9.2 Preliminary Evaluation

- I. UADD will constitute a proposal evaluation committee to evaluate the responses of the bidders. The Proposal evaluation committee constituted by UADD shall conduct a preliminary scrutiny of the opened Proposals to assess the prima-facie responsiveness and ensure that the: -
  - a) Proposal is as per the requirements listed in the RFP document.
  - b) Proposal is valid for the period, specified in the RFP document.
  - c) EMD is submitted as per requirement.
- II. The Proposal Evaluation Committee constituted by the UADD shall evaluate the responses to the RFP and all supporting documents / documentary evidence. Inability to submit requisite supporting documents / documentary evidence, may lead to rejection.
- III. The decision of the Evaluation Committee in the evaluation of responses to the RFP shall be final. No correspondence will be entertained outside the process of evaluation with the Committee.
- IV. The Evaluation Committee reserves the right to reject any or all proposals on the basis of any deviations.
- V. Each of the responses shall be evaluated as per the criteria and requirements specified in this RFP. No enquiry shall be made by the bidder(s) during the course of evaluation of the tender, after opening of proposal, till final decision is conveyed to the successful bidder(s).
- VI. However, the Committee authorized representative and UADD Bhopal can make any enquiry/ seek clarification on submitted documents from the bidders, which the bidders

must furnish within the stipulated time else the bids of such defaulting bidders will be rejected

### 9.3 Evaluation of Financial Proposal

- I. The Financial Proposal of only those bidders who qualify the PQ cum Technical Evaluation will be opened on a specified date and time to be intimated to the respective bidders by UADD, and the same will be evaluated by a duly constituted Committee.
- II. The financial bid shall include all duties, levies, taxes except for GST, which shall be payable as per extra on the basis of the prevailing tax rates.
- III. If there is any 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 will be considered for further calculations.
- IV. if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to clause (iii) above.
- V. If two or more bidders quote the same price then L1, L2, L3 will be decided based on average annual turnover of last three financial years. The bidder with higher annual turnover will be considered as L1.

### 9.4 Exclusion of Proposal/Disqualification

UADD may exclude or disqualify a proposal if:

- I. The information submitted, concerning the qualifications of the proposer, was false or constituted a misrepresentation; or
- II. The information submitted, concerning the qualifications of the proposer, was materially inaccurate or incomplete; and
- III. The proposer is not qualified as per pre-qualification/ eligibility criteria mentioned in the bidding document;
- IV. The proposal materially departs from the requirements specified in the proposal or it contains false information;
- V. The proposer submitting the proposal, his agent or any one acting on his behalf, gave or agreed to give, to any officer or employee of the UADD or other governmental authority a gratification in any form or any other thing of value so as to unduly influence the Tender Process;
- VI. A proposer, in the opinion of the UADD, has a conflict of interest materially affecting fair competition.

- VII. A proposal shall be excluded/ disqualified as soon as the cause for its exclusion/disqualification is discovered.
- VIII. Any attempt by a bidder to influence UADD in the evaluation of the proposal or contract award decisions may result in the rejection of its proposal.

#### **9.5 Information and Publication of Award**

Information of award of contract shall be communicated to all participating proposers through MP Tender portal.

#### **9.6 UADD's Right to Accept OR Reject any OR All Proposals**

UADD reserves the right to accept or reject any proposals, and to annul (cancel) the RFP process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the proposers.

#### **9.7 Selection of Firm**

UADD will sign the engagement agreement with the successful bidder(s) for the period stated in the RFP document.

#### **9.8 Late Proposal**

Proposal submitted after due date and time shall not be accepted.

#### **9.9 Cancellation of Tender Process**

- I. If any bidding process has been cancelled, it shall not be reopened but it shall not prevent UADD from initiating a new proposal process for the same subject matter of procurement, if required.
- II. UADD may, for reasons to be recorded in writing, cancel the process of procurement initiated by it at any time prior to the acceptance of the successful proposals; or after the successful proposal is accepted in accordance with below:
  - a. If a proposer is convicted of any offence under the prevailing law, UADD may:
    - i. Cancel the relevant Tender Process if the proposal of the convicted proposer has been declared as successful but no procurement contract has been entered into;
    - ii. Rescind the relevant contract or forfeit the payment of all or a part of the contract value if the procurement contract has been entered into between UADD and the convicted proposer.
  - b. If it determines that the bidder recommended for award or on whom the contract / award has already been placed has engaged in corrupt or fraudulent practices in competing for the contract/award in question.

The decision of UADD to cancel the procurement and reasons for such decision shall be immediately communicated to all proposers that participated in the tender process.

#### **9.10 Interference with Tender Process**

For a proposer who withdraws from the tender process after opening of financial proposal / withdraws from the tender process after being declared the successful proposer / fails to enter into contract after being declared the successful proposer / fails to provide performance security or any other document or security required in terms of the bidding documents after being declared the successful proposer, without valid grounds, shall, in addition to the recourse available in the bidding document or the contract, EMD submitted will be forfeited.

#### **9.11 Debarment from Bidding**

- I. If UADD finds that a proposer has breached the code of integrity prescribed in the RFP, it may debar the proposer for a period of three years.
- II. Where the entire proposal security or the entire performance security or any substitute thereof, as the case may be, of a proposer has been forfeited by UADD in respect of any tender process or procurement contract, the proposer may be debarred from participating in any tender process undertaken by UADD for a period of three years.
- III. UADD, as the case may be, shall not debar a proposer under this section unless such proposer has been given a reasonable opportunity of being heard.

#### **9.12 Monitoring of Contract**

If delay in delivery of service is observed, a performance notice would be given to the selected proposer to speed up the delivery. Any change in the constitution of the Firm etc. shall be notified forth with by the contractor in writing to UADD within thirty days of such change. Such change shall not relieve the Firm, from any liability under the contract.

The selected proposer shall not assign or sub-let his contract or any substantial part thereof to any other Firm.

#### **9.13 Corrupt/Fraudulent Practices**

- I. UADD requires that the bidders under this tender shall observe the highest standards of ethics during the execution of such contracts. In pursuance of this policy, UADD defines the terms set forth as follows:
  - a) "Corrupt Practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of the public official in the award of the contract, in contract execution;

- b) "Fraudulent practice" means a misrepresentation of facts in order to influence award of contract or an execution of a contract to the detriment of UADD, and includes collusive practice among bidders (prior to or after proposal submission) to deprive UADD of the benefits of the free and open competition.
- II. In the event of corrupt practice and fraudulence, in addition to penal action as per the terms and conditions of the contract, legal action may also be initiated against the concerned. Apart from termination of contract, UADD may also forfeit the PBG submitted by the bidder.
- III. UADD will suspend the award of contract if prima-facie it is established that the bidder had engaged in corrupt or fraudulent practices in competing for the contract in question.
- IV. UADD will declare a bidder ineligible after giving opportunity of being heard, either indefinitely or for a stated period of time, to be awarded a contract, if at any time it is found that the bidder has engaged in corrupt and fraudulent practices in competing for, or in executing, this contract.

#### 9.14 Sub-Contracting

The proposer shall not assign or sub-let his contract or any substantial part thereof to any other Firm.

#### 9.15 Withdrawal, Substitution, and Modification of Bids

- a) If permitted on e-Procurement portal, a Bidder may withdraw its Bid or re-submit its Bid (technical and/ or financial cover) as per the instructions/ procedure mentioned at e-Procurement website under the section "Bidder's Manual Kit".
- b) Bids withdrawn shall not be opened and processes further.
- c) After last date of bid submission, no modification will be permitted.

#### 9.16 Clarification of Bids

- a) To assist in the examination, evaluation, comparison and qualification of the Bids, the bid evaluation committee may, at its discretion, ask any bidder for a clarification regarding its Bid.
- b) Any clarification submitted by a bidder with regard to its Bid that is not in response to a request by the committee shall not be considered.
- c) No substantive change to qualification information or to a submission, including changes aimed at making an unqualified bidder, qualified or an unresponsive submission, responsive shall be sought, offered or permitted.

#### 9.17 Information and publication of award

Information of award of contract shall be communicated to all participating bidders

### **9.18 Procuring entity's right to accept or reject any or all Bids**

The Procuring entity reserves the right to accept or reject any Bid, and to annul (cancel) the bidding process and reject all Bids at any time prior to award of contract, without thereby incurring any liability to the bidders.

### **9.19 Execution of agreement**

- a) A procurement contract shall come into force from the date on which the contract/agreement is signed.
- b) The successful bidder shall sign the procurement contract within 15 days from the date on which the letter of acceptance/Award or letter of intent is dispatched to the successful bidder.
- c) If the bidder, whose Bid has been accepted, fails to sign a written procurement contract or fails to furnish the required performance security within specified period, the procuring entity shall take action against the successful bidder as per the provisions of the bidding document and Act. The procuring entity may, in such case, cancel the procurement process or if it deems fit, offer for acceptance the rates of lowest or most advantageous bidder to the next lowest or most advantageous bidder, in accordance with the criteria and procedures set out in the bidding document.
- d) The bidder will be required to execute the agreement on a non-judicial stamp of specified value at its cost and to be purchased from anywhere in Madhya Pradesh only.

### **9.20 Confidential Information**

The RFP contains information proprietary to UADD. UADD requires the recipients of this RFP to maintain its contents in the same confidence as their own confidential information and refrain from reproducing it in whole or in part without the written permission of UADD. UADD will not return the proposal/responses to the RFP received. The information provided by the bidder(s) will be held in confidence and will be used for the purpose of evaluation of proposal.

### **9.21 Verification of Eligibility Documents by UADD**

UADD reserves the right to verify all statements, information and documents submitted by the bidder in response to the tender document. The bidder shall, when so required by UADD, make available all such information, evidence, and documents as may be necessary for such verifications. Any such verification or lack of verification by UADD shall not relieve the bidder of its obligations or liabilities hereunder nor will it affect any rights of UADD thereunder. If any statement, information, and document submitted by the bidder is found to be false, manipulated or forged during verification process, strict action shall be taken.

### 9.22 Issuance of Work Order under Empanelment/Rate Contract

The procedure for issuance of Work Order to Empaneled and rate contract firms shall be defined in Administrative Order to be issued by UADD/ULBs. However, the rate contract or empanelment does not guarantee the bidder to receive any minimum / committed number of work order (/s) from UADD/ULBs.

## 10. General Terms and Conditions of Proposal & Contract

Proposers should read these conditions carefully and comply strictly while sending their proposal.

**Note:** The proposer shall be deemed to have carefully examined the conditions of the services to be rendered. If the proposer has any doubts as to the meaning of any portion of these conditions, he shall, before submitting the proposal and signing the contract refer the same to UADD and get clarifications.

### 10.1 Signing of Contract

The successful bidder(s) shall execute an agreement within 15 days from the date of issuance of Letter of Intent (LoI)/(LOA) with UADD. In addition to terms and conditions being mentioned hereunder, all terms and conditions of the tender and corrigendum issued shall also be applicable for the contract.

After successful empanelment, when the ULB(s) issues work order to any empaneled agency and it is accepted by the agency, both the parties (ULB and empaneled agency) shall be bound by the agreed terms and conditions of this RFP.

### 10.2 Execution of agreement

During the term of contract, the Empaneled Firm(s) will work closely with UADD and ULBs and will perform the activities as per the scope of work. In case of poor performance, non-responsiveness or unjustified & repeated delays in sharing of relevant profiles of eligible candidates, UADD shall terminate the agreement. In this case, the performance security shall be forfeited.

### 10.3 Failure to agree with the "Terms and Conditions" of the Tender

Failure of the successful bidder to agree with the Terms & Conditions of the contract shall constitute sufficient grounds for the annulment of the proposal or the award. In such circumstances, UADD would reject the proposal and forfeit the EMD as specified in the document.

### 10.4 Contract Documents

Subject to the order of precedence set forth in the agreement, all documents forming the Contract (and all parts thereof) are intended to be correlative, complementary, and mutually explanatory.

### 10.5 Governing Law

The Contract shall be governed by and interpreted in accordance with the laws of the State of Madhya Pradesh prevalent during & at the time of signing of contract. The courts in Bhopal shall have the jurisdiction.

### 10.6 Recoveries from Firm

- I. Recovery of penalties shall be made ordinarily from bills.
- II. UADD shall withhold amount to the extent of shortcomings of the delivery of services unless these are completed as per the SLA. In case of failure to withhold the amount, it shall be

recovered from dues of the Firm and performance security deposit available with UADD.

The balance, if any, shall be demanded from the Empaneled Firm(s) and when recovery is not possible, UADD shall take recourse to law in force.

#### 10.7 Taxes & Duties

- I. GST, if applicable, shall not be included in the proposal price and shall be paid by UADD separately on prevailing rates. All other taxes, duties, license fee and levies shall be including in the proposal price.
- II. TDS, if applicable for any tax, shall be done as per law in force at the time of execution of the contract.
- III. If any tax exemptions, reductions, allowances or privileges may be available to the successful/ selected proposer / Firm, the Firm shall use its best efforts to benefit from any such tax savings to the maximum allowable extent, without any negative impact on UADD and the contract

#### 10.8 Copyright

The copyright in all materials containing data and information furnished to the Purchaser by the Empaneled Firm(s) herein, as part of responsibility within scope of this contract, shall remain vested in UADD.

#### 10.9 Force Majeure

- a. Force Majeure would include natural and unavoidable catastrophe that interrupts the expected course of events.
- b. For purposes of this clause, "Force Majeure" means an event beyond the control of both the parties (UADD & Firm) and not involving the fault of either the parties or negligence and not foreseeable. Such events may include, but are not restricted to, instances of, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes which would have an impact on both the parties.
- c. If a Force Majeure situation arises, the any of the parties shall promptly notify the other in writing of such conditions and the cause thereof. Unless otherwise directed by, the bidder shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- d. If an event of Force Majeure continues for a period of Sixty (60) days or more, the parties may, by mutual agreement, terminate the Contract without either party incurring any further liabilities towards the other with respect to the Contract, other than to effect payment for services already delivered or performed.
- e. The Force Majeure circumstances and events shall include the following events to the extent that such events or their consequences (it being understood that if a causing event is within the reasonable control of the affected party, the direct consequences shall also be deemed to be

within such party's reasonable control) satisfy the appropriate definition as per this agreement. Without limitation to the generality of the foregoing, Force Majeure Event shall include the following classes of events and circumstances and their effects:

- I. Natural events ("Natural Events") to the extent they satisfy the foregoing requirements including:
  - Any material effect on the natural elements, including lightning, fire, earthquake, cyclone, flood, storm, tornado, or typhoon;
  - Explosion or chemical contamination (other than resulting from an act of war);
  - Epidemic such as plague;
  - Any event or circumstance of a nature analogous to any of the foregoing
- II. Other Events (Political Events) to the extent that they satisfy the foregoing requirements including:
  - Act of war (whether declared or undeclared), invasion, armed conflict or act of foreign enemy, blockade, embargo, revolution, riot, insurrection, civil commotion, act of terrorism or sabotage;
  - Any act of Government
  - Strikes, work to rules, go-slows which are either widespread, nation-wide, or state-wide and are of political nature;
  - Any event or circumstance of a nature analogous to any of the foregoing.

#### 10.10 Termination

Authority may, terminate this Contract in whole or in part by giving agency a prior and written notice 60 days in advance indicating its intention to terminate the Contract under the following circumstances:

1. Where Authority is of the opinion that there has been such Event of Default on the part of agency which would make it proper and necessary to terminate this Contract and may include failure on the part of agency to respect any of its commitments with regard to any part of its obligations under its Bid, the RFP or under this Contract.
2. Where it comes to the Authority's attention that agency (or agency's Team) is in a position of actual conflict of interest with the interests of the Authority, in relation to any of terms of agency's Bid, the RFP or this Contract.
3. Where agency's ability to survive as an independent corporate entity is threatened or is lost owing to any reason whatsoever, including inter-alia the filing of any bankruptcy proceedings against agency, any failure by agency to pay any of its dues to its creditors, the institution of any

winding up proceedings against agency or the happening of any such events that are averse to the commercial viability of agency. In the event of the happening of any events of the above nature, the Authority shall reserve the right to take any steps as are necessary, to ensure the effective transition of the sites to a successor agency, and to ensure business continuity.

4. Termination for Insolvency: The Authority may at any time terminate the Contract by giving written notice to agency, without compensation to agency, if agency becomes bankrupt or otherwise insolvent, provided that such termination shall not prejudice or affect any right of action or remedy which has accrued or shall accrue thereafter to the Authority.

#### 10.11 Termination for Default

- I. UADD may, without prejudice to any other remedy for breach of contract, by written 30 days' notice of default sent to the Empaneled agency(ies), terminate the contract in whole or part if the Empaneled agency(ies) fails to deliver any or all of the systems within the period(s) specified in the contract, or within any extension thereof granted by the Purchaser pursuant to conditions of contract clause or if the successful bidder fails to perform any other obligation(s) under the Contract.
- II. In the event that UADD terminates the Contract in whole or in part, pursuant to the conditions of contract clause, it may procure, upon such terms and in such manner, as it deems appropriate, systems or services similar to those undelivered and the Empaneled agency(ies) shall be liable to pay UADD for any excess costs for such similar systems or services. However, Empaneled agency(ies) shall continue the performance of the Contract to the extent not terminated.

#### 10.12 Termination for Insolvency

UADD may at any time terminate the Contract by giving a written notice of at least 30 days to the selected proposer, if the selected proposer becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the selected proposer, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to UADD.

#### 10.13 Termination for Convenience

UADD, by 30 days' written notice sent to the Empaneled agency(ies), may terminate the contract, in whole or in part at any time for its convenience. The notice of termination shall specify that termination is for UADD's convenience, the extent to which performance of the Empaneled agency(ies) under the contract is terminated and the date upon which such termination becomes effective. However, any

undisputed payment to the invoices of the task accomplished by Empaneled agency(ies) would be paid by UADD.

#### 10.14 Settlement of Disputes or arbitration

1. The Authority and the agency shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract. If, after twenty-eight (28) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Authority or the agency may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under the Contract.
2. In case, a dispute is referred to arbitration, the arbitration shall be as under:
  - a) The in case of dispute or difference arising between the employer and the contractor relating to any matter arising out of concerned with this agreement it shall be referred to a sole Arbitrator, who will be the **Principal Secretary, Urban Development and Housing Department**. Arbitration proceedings shall be conducted in, and the award shall be made in English Language.
  - b) The Arbitration proceedings shall be held in **Bhopal, Madhya Pradesh, India**
  - c) The arbitrator award shall be final and binding on the Parties.
3. procedure for arbitration shall be as follows:
  - a) The cost and expenses of arbitration proceedings will be paid as determined by the Arbitrator. However, the expenses incurred by each party in connection with the preparation, presentation, etc. shall be borne by each party itself.
  - b) Performance under the contract shall continue during the arbitration proceedings and the payment due to the contractor by the authority shall not be withheld unless they are the subject matter of the arbitration proceedings.
4. The proceedings of Arbitration shall be in English/Hindi language.

#### 10.15 Other Conditions

- I. The Empaneled agency(ies) shall bear the expenses regarding delivery of services.
- II. The Empaneled agency(ies) shall not, under any circumstances, revise the rates already approved for services. Any request for an increase in the rates will not be entertained under any circumstances during the contract period.
- III. The Empaneled agency(ies) shall execute the whole work in strict accordance with

guidelines of UADD.

- IV. UADD shall reserve the right to make any alterations in or additions to the original scope of work on mutually agreed terms. Any additional work which the bidder may be directed to do in the manner specified above as part of the work shall be carried out by the bidder on the same conditions in all respects on which he agreed to do the main work and at the same rates as specified by UADD.
- V. Any publicity by the bidder in which the name of UADD is to be used shall be done only with the explicit written permission of UADD.
- VI. In the event of any material breach of the terms of the Agreement, the Party in breach shall cure the breach within 30 days of notice. In the event the breach is not cured within stipulated time the affected party may terminate the Agreement by giving notice in writing to the other Party and client shall pay all dues payable for the services rendered till the effective date of termination.

#### 10.16 Limitation of Liability

Except in cases of gross negligence or willful misconduct: -

- I. Neither party shall be liable to the other party for any indirect or consequential loss or damage, loss of use, loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the Empaneled agency to pay liquidated damages to UADD; and
- II. The aggregate liability of the selected agency to UADD, whether under the Contract, or otherwise, shall not exceed the amount specified in the Contract.
- III. The maximum aggregate liability of the Empaneled agency shall not exceed the annual bill value or average annual bill value in case one year is not completed.
- IV. Each Party (the 'Indemnifying Party') undertakes to indemnify the other Party (the 'Indemnified Party') from and against all Losses on account of bodily injury, death or damage to tangible personal property arising in favour of any person, corporation or other entity (including the Indemnified Party) attributable to the Indemnifying Party's negligence or willful default in performance or non-performance under this Agreement.
- V. PF and all other liabilities of the Employee will be the responsibility of the selected bidder, neither with payroll manager not with UADD.

#### 10.17 Exit Management on Contract Completion/Termination:

- I. Upon completion of the contract period or upon termination of the agreement for any reasons, the agency shall comply with the following:
  - a) Notify to UADD forthwith the particulars of all Project Assets;
  - b) Deliver forthwith actual or constructive possession of the project, writings and documents as may be required by UADD, for fully and effectively divesting the agency of all of the rights, title and interest of the agency in the Project and conveying the

Project.

- II. Subject to clause (1) of exit management, upon completion of the contract period or upon termination of the agreement, the agency shall comply and conform to the following requirements in respect of the project:
- a) All project assets including the hardware, software, documentation and any other infrastructure shall have been renewed and cured of all defects and deficiencies as necessary so that the project is compliant with the specifications and standards set forth in the RFP, agreement and any other amendments made during the contract period;
  - b) The agency delivers relevant records and reports pertaining to the project and its operation, and maintenance including all operation and maintenance records and manuals pertaining thereto and complete as on the contract completion date;
  - c) The agency executes such documents and other writings as UADD may reasonably require to convey, divest and assign all the rights, title and interest of the agency in the project free from all encumbrances absolutely and free of any charge or tax to UADD, or its nominee;
  - d) The agency complies with all other requirements as may be prescribed under applicable laws to complete the assignment of all the rights, title and interest of the agency in the project free from all encumbrances absolutely and free of any charge or tax to UADD or its nominee.
- III. Not earlier than 3 months before the expiry of the contract period but not later than 30 (thirty) days before such expiry, or in the event of earlier termination of the contract, immediately upon but not later than 15 days from the date of issue of Termination Notice, the authorized person as nominated by UADD shall verify, in the presence of a representative of the agency, compliance by the agency with the requirements set forth in relation to the project for determining the compliance therewith. If party finds any shortcomings in the requirements, it shall notify the other of the same and the agency shall rectify the same at its cost.

## 11. Special Terms and Conditions of Tender & Contract

### 11.1 Period of empanelment

Empanelment agreement will be signed with the successful bidder for a period of 2 (Two) years. Based on the requirement of UADD and performance of the agencies, the Contract may be further extended by One (1) year, on same terms and conditions as specified in bid documents.

### 11.2 Payment Terms

- a. Payment would be made in Indian Rupees only based on the actual work done by the agency as per the actual rates agreed to and payment will be made by respective ULBs.
- b. Invoices shall have to be raised to respective ULB/s on after completion of work (Submission and acceptance of UADD and ULBs of final audit report). Payments shall be subject to deductions of any amount for which the agency is liable as per the penalty clause of this RFP document. Further, all payments shall be made subject to deduction of TDS (Tax Deduction at Source) as per the applicable Acts & Laws.
- c. Any Official travel to be undertaken for project work as directed by the UADD/ULBs will be borne by the Agency.
- d. The selected bidder's request for payment shall be made to the UADD/ULBs in writing, accompanied by invoices describing, as appropriate, the services performed, by the required documents submitted pursuant to general conditions of the contract and upon fulfilment of all the obligations stipulated in the Contract.
- e. Taxes, as applicable, will be deducted/ paid as per the prevalent rules and regulations.

### 11.3 Deliverable & associate Penalty

- 1) The successful firm has to deploy the resources for financial audit within 7 working days after the requirement/Intimation is given to the agency. Penalty of Rs. 1000/- per week will be imposed and deducted from the payment of subsequent invoice, if resource(s) is/are not deployed within the time.
- 2) The successful firm will submit final audit report in below mentioned timeline after the acceptance of work order and will submit the final audited report within below mentioned time line.

| S.No | ULB Type       | Timeline for submission final audit report after Intimation |
|------|----------------|---|
| 1    | Nagar Nigam    | 90 Days   |
| 2    | Nagar Palika   | 60 Days   |
| 3    | Nagar Parishad | 60 Days   |

- 3) 1% of the total workorder value will be imposed per week for delay of Audit services. subject to a limit of 10% of the total contract value.
- 4) Agency will be responsible to provide necessary support get the credit rating & Score for respective ULBs if ULB wish to get credit score /rating.

## 12. ANNEXURES

### 12.1 Annexure-1: Pre-Bid Queries Format

Bidder shall submit all pre-bid queries in **MS excel & PDF** in the following format to be emailed at mentioned IDs in data sheet clearly specifying in the subject column.

| SL # | RFP Section and sub- section | Page No | Clause/ Content in the RFP | Clarification sought from bidder |
|------|------------------------------|---------|----------------------------|----------------------------------|
|      |                              |         |                            |                                  |
|      |                              |         |                            |                                  |

Note: -

- 1) Queries must be submitted in the prescribed format only (.XLS/ .XLSX) clearly specifying in the subject column. Queries not submitted in the prescribed format will not be considered/ responded at all by UADD.
- 2) Pre-Proposal queries shall be sent at the e-mail address mentioned in the RFP before the date & Time mentioned in data Sheet. Queries submitted post that may not be entertained.

## 12.2 Annexure-2: Bid Cover Letter

{To be submitted on the letter head of the bidder}

To,  
The Commissioner, UADD  
Palika Bhavan, Main Rd 1,  
No 6 Locality, Palika Bhavan,  
Bhopal, Madhya Pradesh,  
Pin- 462016

Dear Sir,

We, the undersigned, offer Proposal for.....(RFP) in accordance with your RFP dated.....

We are hereby submitting our proposal as per the requirements mentioned in the RFP.

We hereby declare that:

- I. All the information and statements made in this proposal are true and we accept that any misinterpretation or misrepresentation contained in this proposal may lead to our disqualification by the Client.
- II. We meet the eligibility requirements as stated in this RFP and we confirm our understanding of our obligation to abide by the policy in regard to corrupt and fraudulent practices.
- III. Our proposal is binding upon us and subject to any modifications/ amendments UADD made before the date of submission.
- IV. We understand that the Client is not bound to accept any proposal that the Client receives.

Thanking you,

Authorized Signature {In full and initials with Seal}:

Name and Title of Signatory:

Name of Bidder (Agency/ Company's name):

In the capacity of:

Address:

Contact information (phone and e-mail):

Date& Time:

Place:

**12.3 Annexure-3: Agency/ Company information**

Following are the particulars of our organization:

| S. No.    | Description   | Details<br>(To be filled by the bidder) |
|-----------|---|---|
| 1         | Name of the bidder  |   |
| 2         | Regional official address (in Madhya Pradesh, if any)                               |   |
| 3         | Phone No. and Fax No.   |   |
| 4         | Registered Headquarters Address   |   |
| 5         | Phone No. and Fax No.   |   |
| 6         | Web Site Address  |   |
| 7         | Details of Agency's Registration (Please enclose copy of the registration document) |   |
| 8         | Name of Registration Authority  |   |
| 9         | Registration Number and Year of Registration  |   |
| 10        | EPF/ESI registration Number   |   |
| 11        | Goods and Service Tax Registration No.  |   |
| 12        | Permanent Account Number (PAN)  |   |
| 13        | Primary & Secondary Contact (Name, Contact No, E mail ID)                           |   |
| <b>14</b> | <b>Average Annual Turnover during last three financial years</b>                    |   |
| 14.1      | 2021-22   |   |
| 14.2      | 2022-23   |   |
| 14.3      | 2023-24   |   |

Note: Separate sheets and additional details may be attached wherever necessary

Mark NA for which is not applicable

**12.4 Annexure-4: Financial Proposal Format**  
**Annexure-4.1 – Financial Bid Covering Letter:**

To,  
The Commissioner, UADD  
Palika Bhavan, Main Rd 1,  
No 6 Locality, Palika Bhavan,  
Bhopal, Madhya Pradesh,  
Pin- 462016

Date:.....

Sub: Financial Proposal for Empanelment of Chartered Accountants' Agency/Firm for ULBs (Urban Local Bodies) Audit as per Municipal Accounting system

Ref: NIT No.:.....Dated:.....

Dear Sir,

- a) I/We, the undersigned proposer, having read & examined in detail, the Bidding Document, the receipt of which is hereby duly acknowledged. I/ we, the undersigned, offer our best commercial rates to provide services of Technical Team with the said tender documents and in accordance with the schedule of Prices indicated in the Price Bid and made part of this Tender.
- b) If our Bid is accepted, we undertake to complete the project within the scheduled time lines.
- c) We confirm that this offer is valid for 180 from the date of submission of the bid of to the UADD Bhopal.
- d) This Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.
- e) We agree that the UADD Bhopal is not bound to accept the lowest Bid or any Bid, or the UADD may reject all bids.
- f) I/We agree to all the terms & conditions as mentioned above & in the bidding document and submit that we have not submitted any deviations in this regard.

Dated this.....by ..... 2025

Name of Bidder (Agency/  
Company's name): Authorised  
Signatory (Name)  
Phone Number including Mobile Number:  
E-mail:

**Annexure-4.2 – Financial Bid Form:**

| Directorate Urban Administration and Development M.P.  |  |  |                 |                          |   |
|--|--|--|-----------------|--------------------------|---|
|  | NIT No   |  |                 | Date                     |   |
| Name of Work   |  | Empanelment of Chartered Accountants' Agency/Firm for ULBs (Urban Local Bodies) Audit as per Municipal Accounting system |                 |                          |   |
| Name of the Bidder/ Bidding Firm/ Company/Agency:  |  |  |                 |                          |   |
| Cluster No for which bidder participated<br>(Bidder can participate in more than one Cluster, but maximum in 2 cluster.) |  |  |                 |                          |   |
| <b>Cluster No. -01 (Bhopal + Narmadapuram)</b>   |  |  |                 |                          |   |
| S.No.  | Deliverables<br>(A)  | Rate Per unit<br>cost<br>Inclusive All<br>Taxes except<br>GST<br>(B)   | Quantity<br>(C) | Unit<br>(D)              | Total Amount<br>Inclusive All Taxes<br>except GST<br>E= (B) X (C) |
| 1  | Financial Audit and other work as per RFP for (Million plus population) Nagar Nigam      |  | 1               | Numbers                  | 0   |
| 2  | Financial Audit and other work as per RFP for (Non- Million plus population) Nagar Nigam |  | 1               | Numbers                  | 0   |
| 3  | Financial Audit and other work as per RFP for Nagar Palika                               |  | 22              | Numbers                  | 0   |
| 4  | Financial Audit and other work as per RFP for Nagar Parishad                             |  | 41              | Numbers                  | 0   |
| 5  | Credit Rating/ Score work as per RFP for Nagar Nigam                                     |  | 1               | Numbers                  | 0   |
| 6  | Credit Rating/ Score work as per RFP for Nagar Palika                                    |  | 1               | Numbers                  | 0   |
| 7  | Credit Rating/ Score work as per RFP for Nagar Parishad                                  |  | 1               | Numbers                  | 0   |
| Grand Total for Cluster No. -01  |  |  |                 |                          | 0   |
| <b>Cluster No. -02 (Gwalior + Chambal)</b>   |  |  |                 |                          |   |
| S.No.  | Deliverables<br>(A)  | Rate Per unit<br>cost<br>Inclusive All<br>Taxes except<br>GST<br>(B)   | Quantity<br>(C) | Unit<br>(D)              | Total Amount<br>Inclusive All Taxes<br>except GST<br>E= (B) X (C) |
| 1  | Financial Audit and other work as per RFP for (Million plus population) Nagar Nigam      |  | 1               | Lump-sum for one Cluster | 0   |

**Empanelment of Chartered Accountants' Agency/Firm for ULBs (Urban Local Bodies) Audit as per Municipal Accounting system**

|                                 |  |  |    |                          |   |
|---------------------------------|--|--|----|--------------------------|---|
| 2                               | Financial Audit and other work as per RFP for (Non- Million plus population) Nagar Nigam |  | 1  | Numbers                  | 0 |
| 3                               | Financial Audit and other work as per RFP for Nagar Palika                               |  | 13 | Lump-sum for one Cluster | 0 |
| 4                               | Financial Audit and other work as per RFP for Nagar Parishad                             |  | 44 | Numbers                  | 0 |
| 5                               | Credit Rating/ Score work as per RFP for Nagar Nigam                                     |  | 1  | Numbers                  | 0 |
| 6                               | Credit Rating/ Score work as per RFP for Nagar Palika                                    |  | 1  | Numbers                  | 0 |
| 7                               | Credit Rating/ Score work as per RFP for Nagar Parishad                                  |  | 1  | Numbers                  | 0 |
| Grand Total for Cluster No. -02 |  |  |    |                          | 0 |

**Cluster No. -03 (Indore)**

| S.No.                           | Deliverables (A)   | Rate Per unit cost Inclusive All Taxes except GST (B) | Quantity (C) | Unit (D) | Total Amount Inclusive All Taxes except GST E= (B) X (C) |
|---------------------------------|--|---|--------------|----------|--|
| 1                               | Financial Audit and other work as per RFP for (Million plus population) Nagar Nigam      |   | 1            | Numbers  | 0  |
| 2                               | Financial Audit and other work as per RFP for (Non- Million plus population) Nagar Nigam |   | 2            | Numbers  | 0  |
| 3                               | Financial Audit and other work as per RFP for Nagar Palika                               |   | 11           | Numbers  | 0  |
| 4                               | Financial Audit and other work as per RFP for Nagar Parishad                             |   | 41           | Numbers  | 0  |
| 5                               | Credit Rating/ Score work as per RFP for Nagar Nigam                                     |   | 1            | Numbers  | 0  |
| 6                               | Credit Rating/ Score work as per RFP for Nagar Palika                                    |   | 1            | Numbers  | 0  |
| 7                               | Credit Rating/ Score work as per RFP for Nagar Parishad                                  |   | 1            | Numbers  | 0  |
| Grand Total for Cluster No. -03 |  |   |              |          | 0  |

**Cluster No. -04 (Jabalpur)**

| S.No. | Deliverables (A)  | Rate Per unit cost Inclusive All Taxes except GST (B) | Quantity (C) | Unit (D) | Total Amount Inclusive All Taxes except GST E= (B) X (C) |
|-------|---|---|--------------|----------|--|
| 1     | Financial Audit and other work as per RFP for (Million plus population) Nagar Nigam |   | 1            | Numbers  | 0  |

**Empanelment of Chartered Accountants' Agency/Firm for ULBs (Urban Local Bodies) Audit as per Municipal Accounting system**

|   |  |  |    |         |   |
|---|--|--|----|---------|---|
| 2 | Financial Audit and other work as per RFP for (Non- Million plus population) Nagar Nigam |  | 2  | Numbers | 0 |
| 3 | Financial Audit and other work as per RFP for Nagar Palika                               |  | 19 | Numbers | 0 |
| 4 | Financial Audit and other work as per RFP for Nagar Parishad                             |  | 34 | Numbers | 0 |
| 5 | Credit Rating/ Score work as per RFP for Nagar Nigam                                     |  | 1  | Numbers | 0 |
| 6 | Credit Rating/ Score work as per RFP for Nagar Palika                                    |  | 1  | Numbers | 0 |
| 7 | Credit Rating/ Score work as per RFP for Nagar Parishad                                  |  | 1  | Numbers | 0 |

**Grand Total for Cluster No. -04**

**0**

**Cluster No. -05 (Rewa + Shahdol)**

| S.No. | Deliverables<br>(A)  | Rate Per unit<br>cost<br>Inclusive All<br>Taxes except<br>GST<br>(B) | Quantity<br>(C) | Unit<br>(D) | Total Amount<br>Inclusive All Taxes<br>except GST<br>E= (B) X (C) |
|-------|--|--|-----------------|-------------|---|
| 1     | Financial Audit and other work as per RFP for (Million plus population) Nagar Nigam      |  | 1               | Numbers     | 0   |
| 2     | Financial Audit and other work as per RFP for (Non- Million plus population) Nagar Nigam |  | 3               | Numbers     | 0   |
| 3     | Financial Audit and other work as per RFP for Nagar Palika                               |  | 10              | Numbers     | 0   |
| 4     | Financial Audit and other work as per RFP for Nagar Parishad                             |  | 41              | Numbers     | 0   |
| 5     | Credit Rating/ Score work as per RFP for Nagar Nigam                                     |  | 1               | Numbers     | 0   |
| 6     | Credit Rating/ Score work as per RFP for Nagar Palika                                    |  | 1               | Numbers     | 0   |
| 7     | Credit Rating/ Score work as per RFP for Nagar Parishad                                  |  | 1               | Numbers     | 0   |

**Grand Total for Cluster No. -05**

**0**

**Cluster No. -06 (Sagar)**

| S.No. | Deliverables<br>(A)   | Rate Per unit<br>cost<br>Inclusive All<br>Taxes except<br>GST<br>(B) | Quantity<br>(C) | Unit<br>(D) | Total Amount<br>Inclusive All Taxes<br>except GST<br>E= (B) X (C) |
|-------|---|--|-----------------|-------------|---|
| 1     | Financial Audit and other work as per RFP for (Million plus population) Nagar Nigam |  | 1               | Numbers     | 0   |

**Empanelment of Chartered Accountants' Agency/Firm for ULBs (Urban Local Bodies) Audit as per Municipal Accounting system**

|                                 |  |  |    |         |   |
|---------------------------------|--|--|----|---------|---|
| 2                               | Financial Audit and other work as per RFP for (Non- Million plus population) Nagar Nigam |  | 1  | Numbers | 0 |
| 3                               | Financial Audit and other work as per RFP for Nagar Palika                               |  | 13 | Numbers | 0 |
| 4                               | Financial Audit and other work as per RFP for Nagar Parishad                             |  | 44 | Numbers | 0 |
| 5                               | Credit Rating/ Score work as per RFP for Nagar Nigam                                     |  | 1  | Numbers | 0 |
| 6                               | Credit Rating/ Score work as per RFP for Nagar Palika                                    |  | 1  | Numbers | 0 |
| 7                               | Credit Rating/ Score work as per RFP for Nagar Parishad                                  |  | 1  | Numbers | 0 |
| Grand Total for Cluster No. -06 |  |  |    |         | 0 |

**Cluster No. -07 (Ujjain)**

| S.No.                           | Deliverables<br>(A)  | Rate Per unit<br>cost<br>Inclusive All<br>Taxes except<br>GST<br>(B) | Quantity<br>(C) | Unit<br>(D) | Total Amount<br>Inclusive All Taxes<br>except GST<br>$E = (B) \times (C)$ |
|---------------------------------|--|--|-----------------|-------------|---|
| 1                               | Financial Audit and other work as per RFP for (Million plus population) Nagar Nigam      |  | 1               | Numbers     | 0   |
| 2                               | Financial Audit and other work as per RFP for (Non- Million plus population) Nagar Nigam |  | 3               | Numbers     | 0   |
| 3                               | Financial Audit and other work as per RFP for Nagar Palika                               |  | 10              | Numbers     | 0   |
| 4                               | Financial Audit and other work as per RFP for Nagar Parishad                             |  | 54              | Numbers     | 0   |
| 5                               | Credit Rating/ Score work as per RFP for Nagar Nigam                                     |  | 1               | Numbers     | 0   |
| 6                               | Credit Rating/ Score work as per RFP for Nagar Palika                                    |  | 1               | Numbers     | 0   |
| 7                               | Credit Rating/ Score work as per RFP for Nagar Parishad                                  |  | 1               | Numbers     | 0   |
| Grand Total for Cluster No. -07 |  |  |                 |             | 0   |

Note: Bidders are advised that the financial bid should not be included in the technical bid. It should be submitted separately online only, otherwise, it will be rejected.

## 12.5 Annexure-5: Self-Declaration

{To be submitted on the letter head of the bidder}

To,  
The Commissioner, UADD  
Palika Bhavan, Main Rd 1,  
No 6 Locality, Palika Bhavan,  
Bhopal, Madhya Pradesh,  
Pin- 462016

Date:.....

In response to the Tender Ref. No..... dated..... for providing services of high skill Resources, as an Owner/ Partner/ Director/Auth. Sign. Of....., I/ We hereby declare that presently our Company/ agency ....., at the time of bidding:

- I. Possess the necessary resources and competence required by the Bidding Document issued by the UADD;
- II. Have fulfilled my/ our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
- III. is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central government/ PSU/ UT.
- IV. Does not have any previous transgressions with any entity in India or any other country during the last three years.
- V. Does not have any debarment or blacklisting by any other govt. department/organization/ society in the last three year.
- VI. Is not insolvent in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and is not the subject of legal proceedings for any of the foregoing reasons;
- VII. Does not have, and our directors and officers not have been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the Tender Process, or not have been otherwise disqualified pursuant to debarment proceedings;
- VIII. Does not have a conflict of interest as mentioned in the bidding document which materially affects the fair competition.
- IX. Will comply with the code of integrity as specified in the bidding document.
- X. We hereby accept all terms and conditions given in the RFP document.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken as per the provisions of the applicable Act and Rules thereto prescribed by GoMP, my/ our security may be forfeiture in full and our proposal, to the extent accepted, may be cancelled.

Thanking you,

Authorized Signature {In full and initials with Seal}:

Name and Title of Signatory:

Name of Bidder (Agency/ Company's name):

In the capacity of:

Address:

Contact information (phone and e-mail):

Date & Place:

**12.6 Annexure-6: CA Certificate format for Turnover (Indicative)**

To,  
The Commissioner, UADD  
Palika Bhavan, Main Rd 1,  
No 6 Locality, Palika Bhavan,  
Bhopal, Madhya Pradesh,  
Pin- 462016

Date:.....

Sub: Certificate regarding Turnover in India during last three financial years i.e. FY 2021-22, FY 2022-23 and FY 2023-24.

Dear Sir,

We have examined the books of account and other relevant records of <<Bidder's Name & registered Address>> based on such examination and according to the information and explanation given to us, and best of our knowledge and belief, we hereby certify the details given below FY 2021-22, FY 2022-23 and FY 2023-24.

| S# | Financial Year                             | Annual Turnover in India |
|----|--|--------------------------|
| 01 | 2021-22                                    |                          |
| 02 | 2022-23                                    |                          |
| 03 | 2023-24                                    |                          |
|    | <b>Total</b>                               |                          |
|    | <b>Average Turnover of these three F/Y</b> |                          |

For and on behalf of  
(Chartered Accountants)

Firm Registration No .....

Membership No.....

UDIN No.....

Place.....

Date:.....

## 12.7 Annexure-7- Indicative Format for POWER OF ATTORNEY FOR SIGNING OF PROPOSAL

**(It should be included with Technical Bid)**

### **Power of Attorney**

Know all men by these presents, we \_\_\_\_\_ (name and address of the registered office) do hereby constitute, appoint and authorize Mr. I Ms. \_\_\_\_\_ (name and residential address) who is presently employed with us and holding the position of as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our bid for the project envisaging documents and providing information I responses to UADD, representing us in all matters before UADD, and generally dealing with UADD in all matters in connection with our bid for "Empanelment of Chartered Accountants' Agency/Firm for ULBs (Urban Local Bodies) Audit as per Municipal Accounting system" (hereinafter referred to as the "Project").

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

For.....

Accepted

\_\_\_\_\_(signature)

(Name, Title and Address) of the Attorney

**Note:** 1) The mode of execution of the Power of Attorney should be in accordance with the procedure if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.

2) In case the bid is signed by one of the shareholding directors of the company then Board Resolution will be acceptable in place of POA.

## 12.8 Annexure-8- Division wise ULBs details

| Serial No. | Division Name | Districts | ULB Description           | ULB TYPE       |
|------------|---------------|-----------|---------------------------|----------------|
| 1          | Bhopal        | BHOPAL    | Berasia Nagar Palika      | Nagar Palika   |
| 2          | Bhopal        | SEHORE    | Sehore Nagar Palika       | Nagar Palika   |
| 3          | Bhopal        | SEHORE    | Ichawar Nagar Parishad    | Nagar Parishad |
| 4          | Bhopal        | SEHORE    | Astha Nagar Palika        | Nagar Palika   |
| 5          | Bhopal        | SEHORE    | Budni Nagar Parishad      | Nagar Parishad |
| 6          | Bhopal        | SEHORE    | Jawar Nagar Parishad      | Nagar Parishad |
| 7          | Bhopal        | SEHORE    | Nasrullaganj Nagar Parish | Nagar Parishad |
| 8          | Bhopal        | SEHORE    | Rehati Nagar Parishad     | Nagar Parishad |
| 9          | Bhopal        | SEHORE    | Kothari Nagar Parishad    | Nagar Parishad |
| 10         | Bhopal        | SEHORE    | Shahganj Nagar Parishad   | Nagar Parishad |
| 11         | Bhopal        | RAISEN    | Raisen Nagar Palika       | Nagar Palika   |
| 12         | Bhopal        | RAISEN    | Obaidullaganj Nagar Paris | Nagar Parishad |
| 13         | Bhopal        | RAISEN    | Begamganj Nagar Palika    | Nagar Palika   |
| 14         | Bhopal        | RAISEN    | Sultanpur Nagar Parishad  | Nagar Parishad |
| 15         | Bhopal        | RAISEN    | Mandideep Nagar Palika    | Nagar Palika   |
| 16         | Bhopal        | RAISEN    | Bareli Nagar Parishad     | Nagar Parishad |
| 17         | Bhopal        | RAISEN    | Badi Nagar Parishad       | Nagar Parishad |
| 18         | Bhopal        | RAISEN    | Sanchi Nagar Parishad     | Nagar Parishad |
| 19         | Bhopal        | RAISEN    | Udaypura Nagar Parishad   | Nagar Parishad |
| 20         | Bhopal        | RAISEN    | Silwani Nagar Parishad    | Nagar Parishad |
| 21         | Bhopal        | RAISEN    | Gairatganj Nagar Parishad | Nagar Parishad |
| 22         | Bhopal        | VIDISHA   | Vidisha Nagar Palika      | Nagar Palika   |
| 23         | Bhopal        | VIDISHA   | Kurwai Nagar Parishad     | Nagar Parishad |
| 24         | Bhopal        | VIDISHA   | Ganj Bosoda Nagar Palika  | Nagar Palika   |
| 25         | Bhopal        | VIDISHA   | Lateri Nagar Parishad     | Nagar Parishad |
| 26         | Bhopal        | VIDISHA   | Sironj Nagar Palika       | Nagar Palika   |
| 27         | Bhopal        | VIDISHA   | Shamshabad Nagar Parishad | Nagar Parishad |
| 28         | Bhopal        | RAJGARH   | Rajgarh Nagar Palika      | Nagar Palika   |

|    |         |         |                                |                |
|----|---------|---------|--------------------------------|----------------|
| 29 | Bhopal  | RAJGARH | Jeerapur Nagar Parishad        | Nagar Parishad |
| 30 | Bhopal  | RAJGARH | Narsingarh Nagar Palika        | Nagar Palika   |
| 31 | Bhopal  | RAJGARH | Kurawar Nagar Parishad         | Nagar Parishad |
| 32 | Bhopal  | RAJGARH | Sarangpur Nagar Palika         | Nagar Palika   |
| 33 | Bhopal  | RAJGARH | Khilchipur Nagar Parishad      | Nagar Parishad |
| 34 | Bhopal  | RAJGARH | Biaora Nagar Palika            | Nagar Palika   |
| 35 | Bhopal  | RAJGARH | Talen Nagar Parishad           | Nagar Parishad |
| 36 | Bhopal  | RAJGARH | Boda Nagar Parishad            | Nagar Parishad |
| 37 | Bhopal  | RAJGARH | Khujner Nagar Parishad         | Nagar Parishad |
| 38 | Bhopal  | RAJGARH | Pachore Nagar Parishad         | Nagar Parishad |
| 39 | Bhopal  | RAJGARH | Suthalia Nagar Parishad        | Nagar Parishad |
| 40 | Bhopal  | RAJGARH | Machalpur Nagar Parishad       | Nagar Parishad |
| 41 | Bhopal  | RAJGARH | Chhapiheda Nagar Parishad      | Nagar Parishad |
| 42 | Bhopal  | Raisen  | Devari Nagar Parishad (RAISEN) | Nagar Parishad |
| 43 | Chambal | BHIND   | Bhind Nagar Palika             | Nagar Palika   |
| 44 | Chambal | BHIND   | Mehgaon Nagar Parishad         | Nagar Parishad |
| 45 | Chambal | BHIND   | Gohad Nagar Palika             | Nagar Palika   |
| 46 | Chambal | BHIND   | Lahar Nagar Parishad           | Nagar Parishad |
| 47 | Chambal | BHIND   | Gormi Nagar Parishad           | Nagar Parishad |
| 48 | Chambal | BHIND   | Akoda Nagar Parishad           | Nagar Parishad |
| 49 | Chambal | BHIND   | Mihona Nagar Parishad          | Nagar Parishad |
| 50 | Chambal | BHIND   | Alampur Nagar Parishad         | Nagar Parishad |
| 51 | Chambal | BHIND   | Daboha Nagar Parishad          | Nagar Parishad |
| 52 | Chambal | BHIND   | Mau Nagar Parishad             | Nagar Parishad |
| 53 | Chambal | BHIND   | Phoopkala Nagar Parishad       | Nagar Parishad |
| 54 | Chambal | MORENA  | Morena Nagar Nigam             | Nagar Nigam    |
| 55 | Chambal | MORENA  | Ambah Nagar Palika             | Nagar Palika   |
| 56 | Chambal | MORENA  | Jora Nagar Parishad            | Nagar Parishad |
| 57 | Chambal | MORENA  | Porsa Nagar Palika             | Nagar Palika   |
| 58 | Chambal | MORENA  | Kailaras Nagar Parishad        | Nagar Parishad |
| 59 | Chambal | MORENA  | Sabalgah Nagar Palika          | Nagar Palika   |

|    |         |               |                           |                |
|----|---------|---------------|---------------------------|----------------|
| 60 | Chambal | MORENA        | Jhundpura Nagar Parishad  | Nagar Parishad |
| 61 | Chambal | MORENA        | Bamor Nagar Parishad      | Nagar Parishad |
| 62 | Chambal | SHEOPUR KALAN | Sheopur Kalan Nagar Palik | Nagar Palika   |
| 63 | Chambal | SHEOPUR KALAN | Vijaypur Nagar Parishad   | Nagar Parishad |
| 64 | Chambal | SHEOPUR KALAN | Baroda Nagar Parishad     | Nagar Parishad |
| 65 | Chambal | BHIND         | Ron Nagar Parishad        | Nagar Parishad |
| 66 | Chambal | BHIND         | Malanpur Nagar Parishad   | Nagar Parishad |
| 67 | Gwalior | GWALIOR       | Gwalior Nagar Nigam       | Nagar Nigam    |
| 68 | Gwalior | GWALIOR       | Dabra Nagar Palika        | Nagar Palika   |
| 69 | Gwalior | GWALIOR       | Pichhor Nagar Parishad    | Nagar Parishad |
| 70 | Gwalior | GWALIOR       | Billowa Nagar Parishad    | Nagar Parishad |
| 71 | Gwalior | GWALIOR       | Aantri Nagar Parishad     | Nagar Parishad |
| 72 | Gwalior | GWALIOR       | Nagar Parishad Bhitwar    | Nagar Parishad |
| 73 | Gwalior | SHIVPURI      | Shivpuri Nagar Palika     | Nagar Palika   |
| 74 | Gwalior | SHIVPURI      | Karera Nagar Parishad     | Nagar Parishad |
| 75 | Gwalior | SHIVPURI      | Kolaras Nagar Parishad    | Nagar Parishad |
| 76 | Gwalior | SHIVPURI      | Khaniadhana Nagar Parisha | Nagar Parishad |
| 77 | Gwalior | SHIVPURI      | Pichor Nagar Parishad     | Nagar Parishad |
| 78 | Gwalior | SHIVPURI      | Badarvas Nagar Parishad   | Nagar Parishad |
| 79 | Gwalior | SHIVPURI      | Narwar Nagar Parishad     | Nagar Parishad |
| 80 | Gwalior | SHIVPURI      | Bairad Nagar Parishad     | Nagar Parishad |
| 81 | Gwalior | GUNA          | Guna Nagar Palika         | Nagar Palika   |
| 82 | Gwalior | GUNA          | Chachodabinaganj Nagar Pa | Nagar Parishad |
| 83 | Gwalior | GUNA          | Raghogarh Nagar Palika    | Nagar Palika   |
| 84 | Gwalior | GUNA          | Aron Nagar Parishad       | Nagar Parishad |
| 85 | Gwalior | GUNA          | Kumbhraj Nagar Parishad   | Nagar Parishad |
| 86 | Gwalior | ASHOK NAGAR   | Ashok Nagar Nagar Palika  | Nagar Palika   |
| 87 | Gwalior | ASHOK NAGAR   | Mungawali Nagar Parishad  | Nagar Parishad |
| 88 | Gwalior | ASHOK NAGAR   | Chanderi Nagar Palika     | Nagar Palika   |
| 89 | Gwalior | ASHOK NAGAR   | Esagarh Nagar Parishad    | Nagar Parishad |
| 90 | Gwalior | DATIA         | Datia Nagar Palika        | Nagar Palika   |

|     |         |             |                           |                |
|-----|---------|-------------|---------------------------|----------------|
| 91  | Gwalior | DATIA       | Bhander Nagar Parishad    | Nagar Parishad |
| 92  | Gwalior | DATIA       | Indargarh Nagar Parishad  | Nagar Parishad |
| 93  | Gwalior | DATIA       | Sewda Nagar Parishad      | Nagar Parishad |
| 94  | Gwalior | DATIA       | Badoni Nagar Parishad     | Nagar Parishad |
| 95  | Gwalior | GWALIOR     | Mohona Nagar Parishad     | Nagar Parishad |
| 96  | Gwalior | ASHOK NAGAR | Shadora Nagar Parishad    | Nagar Parishad |
| 97  | Gwalior | ASHOK NAGAR | Piprai Nagar Parishad     | Nagar Parishad |
| 98  | Gwalior | SHIVPURI    | Pohri Nagar Parishad      | Nagar Parishad |
| 99  | Gwalior | SHIVPURI    | Mangroni Nagar Parishad   | Nagar Parishad |
| 100 | Gwalior | GUNA        | Madhusudangadh Nagar Pari | Nagar Parishad |
| 101 | Gwalior | SHIVPURI    | Rannod Nagar Parishad     | Nagar Parishad |
| 102 | Indore  | INDORE      | Indore Nagar Nigam        | Nagar Nigam    |
| 103 | Indore  | INDORE      | Depalpur Nagar Parishad   | Nagar Parishad |
| 104 | Indore  | INDORE      | Sawer Nagar Parishad      | Nagar Parishad |
| 105 | Indore  | INDORE      | Gautampura Nagar Parishad | Nagar Parishad |
| 106 | Indore  | INDORE      | Betma Nagar Parishad      | Nagar Parishad |
| 107 | Indore  | INDORE      | Rau Nagar Parishad        | Nagar Parishad |
| 108 | Indore  | INDORE      | Hathod Nagar Parishad     | Nagar Parishad |
| 109 | Indore  | INDORE      | Manpur Nagar Parishad     | Nagar Parishad |
| 110 | Indore  | DHAR        | Dhar Nagar Palika         | Nagar Palika   |
| 111 | Indore  | DHAR        | Rajgarh Nagar Parishad    | Nagar Parishad |
| 112 | Indore  | DHAR        | Manawar Nagar Palika      | Nagar Palika   |
| 113 | Indore  | DHAR        | Kukshi Nagar Parishad     | Nagar Parishad |
| 114 | Indore  | DHAR        | Pithampur Nagar Palika    | Nagar Palika   |
| 115 | Indore  | DHAR        | Badnawar Nagar Parishad   | Nagar Parishad |
| 116 | Indore  | DHAR        | Dharampuri Nagar Parishad | Nagar Parishad |
| 117 | Indore  | DHAR        | Dhamnod (Dhar) Parishad   | Nagar Parishad |
| 118 | Indore  | DHAR        | Sardarpur Nagar Parishad  | Nagar Parishad |
| 119 | Indore  | DHAR        | Mandav Nagar Parishad     | Nagar Parishad |

|     |        |           |                            |                |
|-----|--------|-----------|----------------------------|----------------|
| 120 | Indore | DHAR      | Dahi Nagar Parishad        | Nagar Parishad |
| 121 | Indore | BADWANI   | Sendhwa Nagar Palika       | Nagar Palika   |
| 122 | Indore | BADWANI   | Anjad Nagar Parishad       | Nagar Parishad |
| 123 | Indore | BADWANI   | Badwani Nagar Palika       | Nagar Palika   |
| 124 | Indore | BADWANI   | Rajpur Nagar Parishad      | Nagar Parishad |
| 125 | Indore | BADWANI   | Khetai Nagar Parishad      | Nagar Parishad |
| 126 | Indore | BADWANI   | Pansemal Nagar Parishad    | Nagar Parishad |
| 127 | Indore | BADWANI   | Palsood Nagar Parishad     | Nagar Parishad |
| 128 | Indore | JHABUA    | Jhabua Nagar Palika        | Nagar Palika   |
| 129 | Indore | JHABUA    | Thandla Nagar Parishad     | Nagar Parishad |
| 130 | Indore | JHABUA    | Petlawad Nagar Parishad    | Nagar Parishad |
| 131 | Indore | JHABUA    | Ranapur Nagar Parishad     | Nagar Parishad |
| 132 | Indore | JHABUA    | Meghnagar Nagar Parishad   | Nagar Parishad |
| 133 | Indore | ALIRAJPUR | Alirajpur Nagar Palika     | Nagar Palika   |
| 134 | Indore | ALIRAJPUR | Jobat Nagar Parishad       | Nagar Parishad |
| 135 | Indore | ALIRAJPUR | Chandra Shekhar Azad Ngr   | Nagar Parishad |
| 136 | Indore | KHARGONE  | Khargone Nagar Palika      | Nagar Palika   |
| 137 | Indore | KHARGONE  | Mandaleshwar Nagar Parish  | Nagar Parishad |
| 138 | Indore | KHARGONE  | Sanavad Nagar Palika       | Nagar Palika   |
| 139 | Indore | KHARGONE  | Kasrawad Nagar Parishad    | Nagar Parishad |
| 140 | Indore | KHARGONE  | Barwaha Nagar Palika       | Nagar Palika   |
| 141 | Indore | KHARGONE  | Bhikangaon Nagar Parishad  | Nagar Parishad |
| 142 | Indore | KHARGONE  | Maheshwar Nagar Parishad   | Nagar Parishad |
| 143 | Indore | KHARGONE  | Karhi and Pandiya Khurd N  | Nagar Parishad |
| 144 | Indore | KHANDWA   | Khandwa Nagar Nigam        | Nagar Nigam    |
| 145 | Indore | KHANDWA   | Mundi Nagar Parishad       | Nagar Parishad |
| 146 | Indore | KHANDWA   | Pandhana Nagar Parishad    | Nagar Parishad |
| 147 | Indore | KHANDWA   | Omkareswar Nagar Parishad  | Nagar Parishad |
| 148 | Indore | KHANDWA   | Channera Nagar Parishad    | Nagar Parishad |
| 149 | Indore | BURHANPUR | Burhanpur Nagar Nigam      | Nagar Nigam    |
| 150 | Indore | BURHANPUR | Nepanagar Nagar Palika     | Nagar Palika   |
| 151 | Indore | BURHANPUR | Shahpur(Burhanpur)Parishad | Nagar Parishad |

|     |          |            |                              |                |
|-----|----------|------------|------------------------------|----------------|
| 152 | Indore   | INDORE     | Mahugaon Nagar Parishad      | Nagar Parishad |
| 153 | Indore   | KHARGONE   | Bistan Nagar Parishad        | Nagar Parishad |
| 154 | Indore   | BADWANI    | Thikri Nagar Parishad        | Nagar Parishad |
| 155 | Indore   | DHAR       | Gandhwani Nagar Parishad     | Nagar Parishad |
| 156 | Indore   | BADWANI    | Nivali Buzurg Nagar Paris    | Nagar Parishad |
| 157 | Indore   | KHANDWA    | Punasa Nagar Parishad        | Nagar Parishad |
| 158 | Jabalpur | DINDORI    | Dindori Nagar Parishad       | Nagar Parishad |
| 159 | Jabalpur | JABALPUR   | SHAHPURA (JABALPUR) PARISHAD | Nagar Parishad |
| 160 | Jabalpur | JABALPUR   | Jabalpur Nagar Nigam         | Nagar Nigam    |
| 161 | Jabalpur | JABALPUR   | Panagar Nagar Palika         | Nagar Palika   |
| 162 | Jabalpur | JABALPUR   | Barela Nagar Parishad        | Nagar Parishad |
| 163 | Jabalpur | JABALPUR   | Sihora Nagar Palika          | Nagar Palika   |
| 164 | Jabalpur | JABALPUR   | Bhedaghat Nagar Parishad     | Nagar Parishad |
| 165 | Jabalpur | DINDORI    | SHAHPURA (DINDORI) PARISHAD  | Nagar Parishad |
| 166 | Jabalpur | JABALPUR   | Patan Nagar Parishad         | Nagar Parishad |
| 167 | Jabalpur | JABALPUR   | Manjholi-JabalpurParishad    | Nagar Parishad |
| 168 | Jabalpur | JABALPUR   | Katangi(Jabalpur)Parishad    | Nagar Parishad |
| 169 | Jabalpur | KATNI      | Katni Nagar Nigam            | Nagar Nigam    |
| 170 | Jabalpur | KATNI      | Barhi Nagar Parishad         | Nagar Parishad |
| 171 | Jabalpur | KATNI      | Kemore Nagar Parishad        | Nagar Parishad |
| 172 | Jabalpur | KATNI      | Vijayraghavgarh Nagar Par    | Nagar Parishad |
| 173 | Jabalpur | BALAGHAT   | Balaghat Nagar Palika        | Nagar Palika   |
| 174 | Jabalpur | BALAGHAT   | Katangi(Balaghat)Parishad    | Nagar Parishad |
| 175 | Jabalpur | BALAGHAT   | Waraseoni Nagar Palika       | Nagar Palika   |
| 176 | Jabalpur | BALAGHAT   | Baiher Nagar Parishad        | Nagar Parishad |
| 177 | Jabalpur | BALAGHAT   | Malaj Khand Nagar Palika     | Nagar Palika   |
| 178 | Jabalpur | BALAGHAT   | Lanji Nagar Parishad         | Nagar Parishad |
| 179 | Jabalpur | CHHINDWARA | Chhindwara Nagar Nigam       | Nagar Nigam    |
| 180 | Jabalpur | CHHINDWARA | Pandurna Nagar Palika        | Nagar Palika   |
| 181 | Jabalpur | CHHINDWARA | Haraai Nagar Parishad        | Nagar Parishad |
| 182 | Jabalpur | CHHINDWARA | Junardev Jamai Nagar Pali    | Nagar Palika   |
| 183 | Jabalpur | CHHINDWARA | Lodhikeda Nagar Parishad     | Nagar Parishad |

|     |              |             |                           |                |
|-----|--------------|-------------|---------------------------|----------------|
| 184 | Jabalpur     | CHHINDWARA  | Dongar Parasiya Nagar Pa  | Nagar Palika   |
| 185 | Jabalpur     | CHHINDWARA  | Newton Chikhli Kalan Nag  | Nagar Parishad |
| 186 | Jabalpur     | CHHINDWARA  | Damua Nagar Palika        | Nagar Palika   |
| 187 | Jabalpur     | CHHINDWARA  | Chandametabutaria Nagar   | Nagar Parishad |
| 188 | Jabalpur     | CHHINDWARA  | Chorai Nagar Palika       | Nagar Palika   |
| 189 | Jabalpur     | CHHINDWARA  | Mohagaon Nagar Parishad   | Nagar Parishad |
| 190 | Jabalpur     | CHHINDWARA  | Amarwada Nagar Palika     | Nagar Palika   |
| 191 | Jabalpur     | CHHINDWARA  | Barkuhi Nagar Parishad    | Nagar Parishad |
| 192 | Jabalpur     | CHHINDWARA  | Sonsar Nagar Palika       | Nagar Palika   |
| 193 | Jabalpur     | CHHINDWARA  | Pipla Narayanwar Nagar P  | Nagar Parishad |
| 194 | Jabalpur     | CHHINDWARA  | Bichhua Nagar Parishad    | Nagar Parishad |
| 195 | Jabalpur     | CHHINDWARA  | Chand Nagar Parishad      | Nagar Parishad |
| 196 | Jabalpur     | NARSINGHPUR | Narsinghpur Nagar Palika  | Nagar Palika   |
| 197 | Jabalpur     | NARSINGHPUR | TenduKheda(Narsing)Parish | Nagar Parishad |
| 198 | Jabalpur     | NARSINGHPUR | Gadarwada Nagar Palika    | Nagar Palika   |
| 199 | Jabalpur     | NARSINGHPUR | Salichauka Nagar Parisha  | Nagar Parishad |
| 200 | Jabalpur     | NARSINGHPUR | Kareli Nagar Palika       | Nagar Palika   |
| 201 | Jabalpur     | NARSINGHPUR | Saikhera Nagar Parishad   | Nagar Parishad |
| 202 | Jabalpur     | NARSINGHPUR | Gotegaon Nagar Palika     | Nagar Palika   |
| 203 | Jabalpur     | NARSINGHPUR | Chichli Nagar Parishad    | Nagar Parishad |
| 204 | Jabalpur     | SEONI       | Seoni Nagar Palika        | Nagar Palika   |
| 205 | Jabalpur     | SEONI       | Lakhnadoan Nagar Parisha  | Nagar Parishad |
| 206 | Jabalpur     | MANDLA      | Mandla Nagar Palika       | Nagar Palika   |
| 207 | Jabalpur     | MANDLA      | Bamhani Banjar Nagar Pari | Nagar Parishad |
| 208 | Jabalpur     | MANDLA      | Nainpur Nagar Palika      | Nagar Palika   |
| 209 | Jabalpur     | MANDLA      | Niwas Nagar Parishad      | Nagar Parishad |
| 210 | Jabalpur     | MANDLA      | Bichhiya Nagar Parishad   | Nagar Parishad |
| 211 | Jabalpur     | SEONI       | Kewlari Nagar Parishad    | Nagar Parishad |
| 212 | Jabalpur     | SEONI       | Chhapara Nagar Parishad   | Nagar Parishad |
| 213 | Jabalpur     | SEONI       | Barghat Nagar Parishad    | Nagar Parishad |
| 214 | Narmadapuram | HOSHNGABAD  | Hoshangabad Nagar Palika  | Nagar Palika   |
| 215 | Narmadapuram | HOSHNGABAD  | Babai Nagar Parishad      | Nagar Parishad |
| 216 | Narmadapuram | HOSHNGABAD  | Itarsi Nagar Palika       | Nagar Palika   |

|     |              |            |                            |                |
|-----|--------------|------------|----------------------------|----------------|
| 217 | Narmadapuram | HOSHNGABAD | Sohagpur Nagar Parishad    | Nagar Parishad |
| 218 | Narmadapuram | HOSHNGABAD | Seoni Malwa Nagar Palika   | Nagar Palika   |
| 219 | Narmadapuram | HOSHNGABAD | Bankhedi Nagar Parishad    | Nagar Parishad |
| 220 | Narmadapuram | HOSHNGABAD | Pipariya Nagar Palika      | Nagar Palika   |
| 221 | Narmadapuram | HARDA      | Harda Nagar Palika         | Nagar Palika   |
| 222 | Narmadapuram | HARDA      | Timarni Nagar Parishad     | Nagar Parishad |
| 223 | Narmadapuram | HARDA      | Khirkia Nagar Parishad     | Nagar Parishad |
| 224 | Narmadapuram | BETUL      | Betul Nagar Palika         | Nagar Palika   |
| 225 | Narmadapuram | BETUL      | Betul Bazar Nagar Parisha  | Nagar Parishad |
| 226 | Narmadapuram | BETUL      | Amla Nagar Palika          | Nagar Palika   |
| 227 | Narmadapuram | BETUL      | Bhaindehi Nagar Parishad   | Nagar Parishad |
| 228 | Narmadapuram | BETUL      | Sarni Nagar Palika         | Nagar Palika   |
| 229 | Narmadapuram | BETUL      | Athner Nagar Parishad      | Nagar Parishad |
| 230 | Narmadapuram | BETUL      | Multai Nagar Palika        | Nagar Palika   |
| 231 | Narmadapuram | BETUL      | Chicholi Nagar Parishad    | Nagar Parishad |
| 232 | Narmadapuram | BETUL      | Ghoradongri Nagar Parishad | Nagar Parishad |
| 233 | Narmadapuram | BETUL      | Shahpur Nagar Parishad     | Nagar Parishad |
| 234 | Narmadapuram | HARDA      | Sirali Nagar Parishad      | Nagar Parishad |
| 235 | Rewa         | REWA       | Rewa Nagar Nigam           | Nagar Nigam    |
| 236 | Rewa         | REWA       | Baikuntpur Nagar Parishad  | Nagar Parishad |
| 237 | Rewa         | REWA       | Mauganj Nagar Parishad     | Nagar Parishad |
| 238 | Rewa         | REWA       | Thyother Nagar Parishad    | Nagar Parishad |
| 239 | Rewa         | REWA       | Hanumana Nagar Parishad    | Nagar Parishad |
| 240 | Rewa         | REWA       | Chakghat Nagar Parishad    | Nagar Parishad |
| 241 | Rewa         | REWA       | Govindgarh Nagar Parishad  | Nagar Parishad |
| 242 | Rewa         | REWA       | Nahi Gari Nagar Parishad   | Nagar Parishad |
| 243 | Rewa         | REWA       | Sirmor Nagar Parishad      | Nagar Parishad |
| 244 | Rewa         | REWA       | Mangava Nagar Parishad     | Nagar Parishad |
| 245 | Rewa         | REWA       | Semariya Nagar Parishad    | Nagar Parishad |
| 246 | Rewa         | REWA       | Gudh Nagar Parishad        | Nagar Parishad |
| 247 | Rewa         | SIDHI      | Sidhi Nagar Palika         | Nagar Palika   |

|     |       |           |                                     |                |
|-----|-------|-----------|-------------------------------------|----------------|
| 248 | Rewa  | SIDHI     | Churhat Nagar Parishad              | Nagar Parishad |
| 249 | Rewa  | SIDHI     | Rampur Nekin Nagar Parish           | Nagar Parishad |
| 250 | Rewa  | SIDHI     | Majholi (Rewa) Parishad             | Nagar Parishad |
| 251 | Rewa  | SINGRAULI | Singrauli Nagar Nigam               | Nagar Nigam    |
| 252 | Rewa  | SATNA     | Satna Nagar Nigam                   | Nagar Nigam    |
| 253 | Rewa  | SATNA     | Meher Nagar Palika                  | Nagar Palika   |
| 254 | Rewa  | SATNA     | Nagoad Nagar Parishad               | Nagar Parishad |
| 255 | Rewa  | SATNA     | Birsingpur Nagar Parishad           | Nagar Parishad |
| 256 | Rewa  | SATNA     | Jatwara Nagar Parishad              | Nagar Parishad |
| 257 | Rewa  | SATNA     | Kothar Nagar Parishad               | Nagar Parishad |
| 258 | Rewa  | SATNA     | Kothi Nagar Parishad                | Nagar Parishad |
| 259 | Rewa  | SATNA     | Amarpatan Nagar Parishad            | Nagar Parishad |
| 260 | Rewa  | SATNA     | Rampur Baghelan Nagar Par           | Nagar Parishad |
| 261 | Rewa  | SATNA     | Uchehara Nagar Parishad             | Nagar Parishad |
| 262 | Rewa  | SATNA     | Chitrakoot Nagar Parishad           | Nagar Parishad |
| 263 | Rewa  | SATNA     | New Ramnagar Nagar Parish           | Nagar Parishad |
| 264 | Rewa  | REWA      | DABHAURA NAGAR PARISHAD             | Nagar Parishad |
| 265 | Rewa  | Singrauli | Sarai Nagar Parishad                | Nagar Parishad |
| 266 | Rewa  | Singrauli | Bargavan (Singrauli) Nagar parishad | Nagar Parishad |
| 267 | Sagar | SAGAR     | Sagar Nagar Nigam                   | Nagar Nigam    |
| 268 | Sagar | SAGAR     | Bina Etawa Nagar Palika             | Nagar Palika   |
| 269 | Sagar | SAGAR     | Rahatgarh Nagar Parishad            | Nagar Parishad |
| 270 | Sagar | SAGAR     | Khurai Nagar Palika                 | Nagar Palika   |
| 271 | Sagar | SAGAR     | Banda Nagar Parishad                | Nagar Parishad |
| 272 | Sagar | SAGAR     | Garhakota Nagar Palika              | Nagar Palika   |
| 273 | Sagar | SAGAR     | Shahpur(Sagar) Parishad             | Nagar Parishad |
| 274 | Sagar | SAGAR     | Rehali Nagar Palika                 | Nagar Palika   |
| 275 | Sagar | SAGAR     | Shahgarh Nagar Parishad             | Nagar Parishad |
| 276 | Sagar | SAGAR     | Devari Nagar Palika                 | Nagar Palika   |
| 277 | Sagar | SAGAR     | Makroniya Buzurg Nagar Pal          | Nagar Palika   |
| 278 | Sagar | DAMOH     | Damoh Nagar Palika                  | Nagar Palika   |
| 279 | Sagar | DAMOH     | Tendukheda(Damoh)Parishad           | Nagar Parishad |

|     |       |           |                           |                |
|-----|-------|-----------|---------------------------|----------------|
| 280 | Sagar | DAMOH     | Hatta Nagar Palika        | Nagar Palika   |
| 281 | Sagar | DAMOH     | Pathiriya Nagar Parishad  | Nagar Parishad |
| 282 | Sagar | DAMOH     | Hindoriya Nagar Parishad  | Nagar Parishad |
| 283 | Sagar | DAMOH     | Patera Nagar Parishad     | Nagar Parishad |
| 284 | Sagar | PANNA     | Panna Nagar Palika        | Nagar Palika   |
| 285 | Sagar | PANNA     | Amanganj Nagar Parishad   | Nagar Parishad |
| 286 | Sagar | PANNA     | Devendranagar Nagar Paris | Nagar Parishad |
| 287 | Sagar | PANNA     | Ajaygarh Nagar Parishad   | Nagar Parishad |
| 288 | Sagar | PANNA     | Kakarhatti Nagar Parishad | Nagar Parishad |
| 289 | Sagar | PANNA     | Pawai Nagar Parishad      | Nagar Parishad |
| 290 | Sagar | CHATARPUR | Chatarpur Nagar Palika    | Nagar Palika   |
| 291 | Sagar | CHATARPUR | Dhuwara Nagar Parishad    | Nagar Parishad |
| 292 | Sagar | CHATARPUR | Nogaon Nagar Palika       | Nagar Palika   |
| 293 | Sagar | CHATARPUR | Satai Nagar Parishad      | Nagar Parishad |
| 294 | Sagar | CHATARPUR | Maharajpur Nagar Palika   | Nagar Palika   |
| 295 | Sagar | CHATARPUR | Warigarh Nagar Parishad   | Nagar Parishad |
| 296 | Sagar | CHATARPUR | Bijabar Nagar Parishad    | Nagar Parishad |
| 297 | Sagar | CHATARPUR | Gadimalhara Nagar Parish  | Nagar Parishad |
| 298 | Sagar | CHATARPUR | Baxwaha Nagar Parishad    | Nagar Parishad |
| 299 | Sagar | CHATARPUR | Chandala Nagar Parishad   | Nagar Parishad |
| 300 | Sagar | CHATARPUR | Badamalhara Nagar Parisha | Nagar Parishad |
| 301 | Sagar | CHATARPUR | Harpalpur Nagar Parishad  | Nagar Parishad |
| 302 | Sagar | CHATARPUR | Lovkushnagar Nagar Parish | Nagar Parishad |
| 303 | Sagar | CHATARPUR | Khajuraho Nagar Parishad  | Nagar Parishad |
| 304 | Sagar | CHATARPUR | Rajnagar Nagar Parishad   | Nagar Parishad |
| 305 | Sagar | TIKAMGARH | Tikamgarh Nagar Palika    | Nagar Palika   |
| 306 | Sagar | NIWARI    | Niwari Nagar Parishad     | Nagar Parishad |
| 307 | Sagar | NIWARI    | Prithvipur Nagar Parishad | Nagar Parishad |
| 308 | Sagar | TIKAMGARH | Baldevgarh Nagar Parishad | Nagar Parishad |
| 309 | Sagar | TIKAMGARH | Khargapur Nagar Parishad  | Nagar Parishad |

|     |         |           |                              |                |
|-----|---------|-----------|------------------------------|----------------|
| 310 | Sagar   | TIKAMGARH | Palera Nagar Parishad        | Nagar Parishad |
| 311 | Sagar   | NIWARI    | Jeronkhalsa Nagar Parisha    | Nagar Parishad |
| 312 | Sagar   | NIWARI    | Taricharkala Nagar Parish    | Nagar Parishad |
| 313 | Sagar   | TIKAMGARH | Jatara Nagar Parishad        | Nagar Parishad |
| 314 | Sagar   | TIKAMGARH | Lidhorakhas Nagar Parisha    | Nagar Parishad |
| 315 | Sagar   | TIKAMGARH | Badagaon(Tikamgd)Parishad    | Nagar Parishad |
| 316 | Sagar   | TIKAMGARH | Kari Nagar Parishad          | Nagar Parishad |
| 317 | Sagar   | NIWARI    | Orcha Nagar Parishad         | Nagar Parishad |
| 318 | Sagar   | SAGAR     | Malthone Nagar Parishad      | Nagar Parishad |
| 319 | Sagar   | SAGAR     | Bhandri Nagar Parishad       | Nagar Parishad |
| 320 | Sagar   | SAGAR     | Bilhara Nagar Parishad       | Nagar Parishad |
| 321 | Sagar   | SAGAR     | Surkhi Nagar Parishad        | Nagar Parishad |
| 322 | Sagar   | PANNA     | Gunnor Nagar Parishad        | Nagar Parishad |
| 323 | Sagar   | Sagar     | Barodiyakalan Nagar Parishad | Nagar Parishad |
| 324 | Sagar   | SAGAR     | karrapur Nagar Parishad      | Nagar Parishad |
| 325 | Shahdol | SHAHDOL   | Shahdol Nagar Palika         | Nagar Palika   |
| 326 | Shahdol | SHAHDOL   | Bhudhar Nagar Parishad       | Nagar Parishad |
| 327 | Shahdol | SHAHDOL   | Dhanpuri Nagar Palika        | Nagar Palika   |
| 328 | Shahdol | SHAHDOL   | Byohari Nagar Parishad       | Nagar Parishad |
| 329 | Shahdol | SHAHDOL   | Jaysingnagar Nagar Parish    | Nagar Parishad |
| 330 | Shahdol | SHAHDOL   | Khad Nagar Parishad          | Nagar Parishad |
| 331 | Shahdol | ANUPPUR   | Anuppur Nagar Palika         | Nagar Palika   |
| 332 | Shahdol | ANUPPUR   | Jaithari Nagar Parishad      | Nagar Parishad |
| 333 | Shahdol | ANUPPUR   | Kotma Nagar Palika           | Nagar Palika   |
| 334 | Shahdol | ANUPPUR   | Amarkantak Nagar Parishad    | Nagar Parishad |
| 335 | Shahdol | ANUPPUR   | Pasan Nagar Palika           | Nagar Palika   |
| 336 | Shahdol | ANUPPUR   | Bijuri Nagar Palika          | Nagar Palika   |
| 337 | Shahdol | UMARIA    | Umaria Nagar Palika          | Nagar Palika   |
| 338 | Shahdol | UMARIA    | Chandia Nagar Parishad       | Nagar Parishad |
| 339 | Shahdol | UMARIA    | Pali Nagar Palika            | Nagar Palika   |
| 340 | Shahdol | UMARIA    | Norojabad Nagar Parishad     | Nagar Parishad |

|     |         |         |                                 |                |
|-----|---------|---------|---------------------------------|----------------|
| 341 | Shahdol | SHAHDOL | Bakho Nagar Parishad            | Nagar Parishad |
| 342 | Shahdol | UMARIA  | Manpur Nagar Parishad (Shahdol) | Nagar Parishad |
| 343 | Shahdol | ANUPPUR | Dola Nagar Parishad             | Nagar Parishad |
| 344 | Shahdol | ANUPPUR | Bangaavan Nagar Parishad        | Nagar Parishad |
| 345 | Shahdol | ANUPPUR | Doomarkachhar Nagar Paris       | Nagar Parishad |
| 346 | Shahdol | Anuppur | Bargawan (Amlai) Nagar Parishad | Nagar Parishad |
| 347 | Ujjain  | UJJAIN  | Ujjain Nagar Nigam              | Nagar Nigam    |
| 348 | Ujjain  | UJJAIN  | Badnagar Nagar Palika           | Nagar Palika   |
| 349 | Ujjain  | UJJAIN  | Tarana Nagar Parishad           | Nagar Parishad |
| 350 | Ujjain  | UJJAIN  | Mahidpur Nagar Palika           | Nagar Palika   |
| 351 | Ujjain  | UJJAIN  | Unhel Nagar Parishad            | Nagar Parishad |
| 352 | Ujjain  | UJJAIN  | Khachrod Nagar Palika           | Nagar Palika   |
| 353 | Ujjain  | UJJAIN  | Makdon Nagar Parishad           | Nagar Parishad |
| 354 | Ujjain  | UJJAIN  | Nagda Nagar Palika              | Nagar Palika   |
| 355 | Ujjain  | NEEMACH | Manasha Nagar Parishad          | Nagar Parishad |
| 356 | Ujjain  | NEEMACH | Neemuch Nagar Palika            | Nagar Palika   |
| 357 | Ujjain  | NEEMACH | Rampura Nagar Parishad          | Nagar Parishad |
| 358 | Ujjain  | NEEMACH | Javad Nagar Parishad            | Nagar Parishad |
| 359 | Ujjain  | NEEMACH | Jeeran Nagar Parishad           | Nagar Parishad |
| 360 | Ujjain  | NEEMACH | Ratangarh Nagar Parishad        | Nagar Parishad |
| 361 | Ujjain  | NEEMACH | Singoli Nagar Parishad          | Nagar Parishad |
| 362 | Ujjain  | NEEMACH | Diken Nagar Parishad            | Nagar Parishad |
| 363 | Ujjain  | NEEMACH | Kukdeswar Nagar Parishad        | Nagar Parishad |
| 364 | Ujjain  | NEEMACH | Nayagaon Nagar Parishad         | Nagar Parishad |
| 365 | Ujjain  | NEEMACH | Athana Nagar Parishad           | Nagar Parishad |
| 366 | Ujjain  | NEEMACH | Sarwaniya Maharaj Nagar P       | Nagar Parishad |
| 367 | Ujjain  | DEWAS   | Dewas Nagar Nigam               | Nagar Nigam    |
| 368 | Ujjain  | DEWAS   | Kannod Nagar Parishad           | Nagar Parishad |
| 369 | Ujjain  | DEWAS   | Sonkatch Nagar Parishad         | Nagar Parishad |
| 370 | Ujjain  | DEWAS   | Khategaon Nagar Parishad        | Nagar Parishad |

|     |        |          |                               |                |
|-----|--------|----------|-------------------------------|----------------|
| 371 | Ujjain | DEWAS    | Hatpipalia Nagar Parishad     | Nagar Parishad |
| 372 | Ujjain | DEWAS    | Bagali Nagar Parishad         | Nagar Parishad |
| 373 | Ujjain | DEWAS    | Bhorsa Nagar Parishad         | Nagar Parishad |
| 374 | Ujjain | DEWAS    | Karnavad Nagar Parishad       | Nagar Parishad |
| 375 | Ujjain | DEWAS    | Kantafod Nagar Parishad       | Nagar Parishad |
| 376 | Ujjain | DEWAS    | Loharda Nagar Parishad        | Nagar Parishad |
| 377 | Ujjain | DEWAS    | Satvas Nagar Parishad         | Nagar Parishad |
| 378 | Ujjain | DEWAS    | Tonkhurd nagar parishad       | Nagar Parishad |
| 379 | Ujjain | DEWAS    | Pipalrawa Nagar Parishad      | Nagar Parishad |
| 380 | Ujjain | DEWAS    | Nemawar Nagar Parishad        | Nagar Parishad |
| 381 | Ujjain | SHAJAPUR | Shajapur Nagar Palika         | Nagar Palika   |
| 382 | Ujjain | SHAJAPUR | Maksi Nagar Parishad          | Nagar Parishad |
| 383 | Ujjain | SHAJAPUR | Shujalpur Nagar Palika        | Nagar Palika   |
| 384 | Ujjain | SHAJAPUR | Akodiya Nagar Parishad        | Nagar Parishad |
| 385 | Ujjain | SHAJAPUR | Polay Kala Nagar Parishad     | Nagar Parishad |
| 386 | Ujjain | SHAJAPUR | Pankhedi Nagar Parishad       | Nagar Parishad |
| 387 | Ujjain | AGAR     | Agar Nagar Palika             | Nagar Palika   |
| 388 | Ujjain | AGAR     | Nalkheda Nagar Parishad       | Nagar Parishad |
| 389 | Ujjain | AGAR     | Barod Nagar Parishad          | Nagar Parishad |
| 390 | Ujjain | AGAR     | Kanad Nagar Parishad          | Nagar Parishad |
| 391 | Ujjain | AGAR     | Susner Nagar Parishad         | Nagar Parishad |
| 392 | Ujjain | AGAR     | Soyatkala Nagar Parishad      | Nagar Parishad |
| 393 | Ujjain | AGAR     | Badagaon Nagar Parishad(Agar) | Nagar Parishad |
| 394 | Ujjain | RATLAM   | Ratlam Nagar Nigam            | Nagar Nigam    |
| 395 | Ujjain | RATLAM   | Jawara Nagar Palika           | Nagar Palika   |
| 396 | Ujjain | RATLAM   | Taal Nagar Parishad           | Nagar Parishad |
| 397 | Ujjain | RATLAM   | Selana Nagar Parishad         | Nagar Parishad |
| 398 | Ujjain | RATLAM   | Aalot Nagar Parishad          | Nagar Parishad |
| 399 | Ujjain | RATLAM   | Namli Nagar Parishad          | Nagar Parishad |

|     |        |          |                                |                |
|-----|--------|----------|--------------------------------|----------------|
| 400 | Ujjain | RATLAM   | Badawada Nagar Parishad        | Nagar Parishad |
| 401 | Ujjain | RATLAM   | Piplodha Nagar Parishad        | Nagar Parishad |
| 402 | Ujjain | RATLAM   | Dhamnod(Ratlam)Parishad        | Nagar Parishad |
| 403 | Ujjain | MANDSAUR | Mandsaur Nagar Palika          | Nagar Palika   |
| 404 | Ujjain | MANDSAUR | Shyamgarh Nagar Parishad       | Nagar Parishad |
| 405 | Ujjain | MANDSAUR | Sitamahu Nagar Parishad        | Nagar Parishad |
| 406 | Ujjain | MANDSAUR | Pipaliya Mandi Nagar Pari      | Nagar Parishad |
| 407 | Ujjain | MANDSAUR | Narayangarh Nagar Parisha      | Nagar Parishad |
| 408 | Ujjain | MANDSAUR | Malhargarh Nagar Parishad      | Nagar Parishad |
| 409 | Ujjain | MANDSAUR | Bhanpura Nagar Parishad        | Nagar Parishad |
| 410 | Ujjain | MANDSAUR | Nagari Nagar Parishad          | Nagar Parishad |
| 411 | Ujjain | MANDSAUR | Garot Nagar Parishad           | Nagar Parishad |
| 412 | Ujjain | MANDSAUR | Suwasra Nagar Parishad         | Nagar Parishad |
| 413 | Ujjain | MANDSAUR | Bhainsoda Mandi Nagar Parishad | Nagar Parishad |

## 12.9 Annexure-9- Cluster wise ULBs Details

| S.No | Division              | Cluster     | ULB Type             | No of ULBs |
|------|-----------------------|-------------|----------------------|------------|
| 1    | Bhopal + Narmadapuram | Cluster -1  | Nagar Parisad        | 41         |
|      |                       |             | Nagar Palika Parisad | 22         |
|      |                       |             | Nagar Palik Nigam    | 1          |
| 2    | Gwalior + Chambal     | Cluster -2  | Nagar Parisad        | 44         |
|      |                       |             | Nagar Palika Parisad | 13         |
|      |                       |             | Nagar Palik Nigam    | 2          |
| 3    | Indore                | Cluster -3  | Nagar Parisad        | 41         |
|      |                       |             | Nagar Palika Parisad | 11         |
|      |                       |             | Nagar Palik Nigam    | 3          |
| 4    | Jabalpur              | Cluster - 4 | Nagar Parisad        | 34         |
|      |                       |             | Nagar Palika Parisad | 19         |
|      |                       |             | Nagar Palik Nigam    | 3          |
| 5    | Rewa + Shahdol        | Cluster -5  | Nagar Parisad        | 41         |
|      |                       |             | Nagar Palika Parisad | 10         |
|      |                       |             | Nagar Palik Nigam    | 3          |
| 6    | Sagar                 | Cluster -6  | Nagar Parisad        | 44         |
|      |                       |             | Nagar Palika Parisad | 13         |
|      |                       |             | Nagar Palik Nigam    | 1          |
| 7    | Ujjain                | Cluster -7  | Nagar Parisad        | 54         |
|      |                       |             | Nagar Palika Parisad | 10         |
|      |                       |             | Nagar Palik Nigam    | 3          |
|      | Total                 |             |                      | 413        |

**12.10 Annexure-10- Undertaking Regarding Local Office**

To,

Commissioner UADD,  
Palika Bhawan  
Bhopal (MP)

Reference: NIT No: \_\_\_\_\_ Dated: \_\_\_\_\_

We hereby declare that we have our office at Bhopal at following address:

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Phone No:

OR

2. We hereby undertake to establish local support office in Bhopal within one month of issue of work order.

Authorized Signatory Name:

Designation:

Note: Strikeout 1 OR 2 whichever is not applicable

**END OF DOCUMENT**