

# **GOVT. OF MADHYA PRADESH**

## **Standard tender document – form 'C'**



### **Description of the work**

**E-tender for CA audit work of amount received and spent in BLC component under Pradhan Mantri Awas Yojana Urban, CA report and bank reconciliation sheet work AT MUNICIPAL COUNCIL BILHARA (MP)**

**(2559 Beneficiary)**

**Cost of tender document Rs. 2000/- Only**

**Chief Municipal Officer  
Municipal Council Bilhara**

**OFFICE OF THE MUNICIPAL COUNCIL BILHARA  
(MP) DETAILED NOTICE INVITING TENDER**

APPENDIX 2.10

***DETAILED NOTICE INVITING TENDERS***

**NIT No-** 243

Bilhara, Date:- 31/01/2025

**1. INTRODUCTION:**

Online tenders are invited on behalf of the. Office of the Chief Municipal Officer Municipal Council BILHARA for the following work in Form 'C' and will be received online on the website <https://mptenders.gov.in/> as per the Key Dates in the Notice published on the above website and as mentioned below from categories govt. registration system to above of:

Name of Work: **E-tender for CA audit work of amount received and spent in BLC component under Pradhan Mantri Awas Yojana Urban, CA report and bank reconciliation sheet work AT MUNICIPAL COUNCIL BILHARA(MP)**

- |                                   |             |
|-----------------------------------|-------------|
| 1- Number of Beneficiary          | : 2559      |
| 2- Probable Amount of Contract Rs | :- 150000/- |
| 3- Amount of Earnest Money Rs.    | : 3,000/-   |
| 4- Time allowed for: 03 Months    |             |

**OFFICE OF THE MUNICIPAL COUNCIL,  
BILHARA DISTT BILHARA**

**Notice Inviting Tenders**

N.I.T. No.243

Bilhara/Dated :- 31/01/2025

This is for the information of all concerned that online bids for the following Content have been invited:

S.No	Tender No.	Work	Unit	No of beneficiary	EMD in Rs.	Cost Of Tender Document in Rs.	Completion Period
1		<b>E-tender for CA audit work of amount received and spent in BLC component under Pradhan Mantri Awas Yojana Urban, CA report and bank reconciliation sheet work AT MUNICIPAL COUNCIL BILHARA(MP)</b>	1	2559	3000/-	2000/-	3 Months

1. Interested bidders can view the detailed NIT & Other document on website <https://mptenders.gov.in/> (Department Name: "Urban Administration & Development Department").
2. The Bid Document can be purchased only online from 01.02.2025 time 04:30 p m To 17.02.2025 time 05:30 pm
3. Amendments to NIT, if any, would be published on website only, and not in newspaper.

Chief Municipal Officer  
Municipal Council  
BILHARA (M.P.)

<b>BID DATA SHEET</b>		
<b>General</b>		
<b>Sr.No.</b>	<b>Particulars</b>	<b>Data</b>
<b>1</b>	Office of the	<b>Municipal Council –BILHARA</b>
<b>2</b>	NIT No	
<b>3</b>	Date of NIT	<b>Dt: - 31/01/2025</b>
<b>4</b>	UADD Tender No.	<b>TENDER NO - 243</b>
<b>5</b>	Bid document download available from date & time	<b>From: 01.02.2025 16.30 To : 17.02.2025 17:30</b>
<b>6</b>	Website link	<b><a href="https://mptenders.gov.in/nicgep/app">https://mptenders.gov.in/nicgep/app</a></b>
<b>Section 1 – NIT</b>		
<b>Clause reference</b>	<b>Particulars</b>	<b>Data</b>
<b>2</b>	Portal Fees	<b>Online</b>
<b>3</b>	Cost of bid document	<b>2000/-</b>
	Cost of bid document payable at	<b>Payable through Online Payment/Debit card/Etc.</b>
	Cost of bid document in favor of	<b>Chief Municipal Officer, Municipal Council - BILHARA</b>
<b>4</b>	Affidavit format	<b>Annexure - B</b>
<b>5</b>	Pre-qualifications required	No
	If Yes, Details	Not Applicable
<b>6</b>	Special Eligibility	<b>NO</b>
	If Yes, details	Not applicable
<b>7</b>	Key dates	Annexure A

<b>Bid Date Sheet</b>		
<b>SECTION 2 – ITB</b>		
<b>ITB CLAUSE</b>	<b>PARTICULARS</b>	<b>DATA</b>
<b>1</b>	Name of the 'Work'	<b>E-tender for CA audit work of amount received and spent in BLC component under Pradhan Mantri Awas Yojana Urban, CA report and bank reconciliation sheet work AT MUNICIPAL COUNCIL BILHARA(MP)</b>
<b>2</b>	Specifications	as per the Attached Sheet
<b>3</b>	Procedure for participation in e-tendering	-
<b>4</b>	Whether Joint Venture is allowed.	No
	If yes, requirement for Joint Venture	<b>Annexure-G</b>
<b>9</b>	Pre bid meeting to be held	No
	if yes, Date, time & Place	Date ..... Time form ..... Place .....
<b>12</b>	Envelope-A containing : i. Organization details as per 'Annexure H' ii. Cost of bid Document iii. EMD iv. An affidavit duly notarized as per 'Annexure-B'	<b>Yes.Yes. Yes.Yes.</b>
<b>14</b>	Envelope-B Technical Proposal	No
<b>15</b>	Envelope-C Financial Bid	As per 'Annexure-J'

	Materials to be issued by the department	No
16	Period of Validity of Bid	<b>180 Days</b>

### Bid Date Sheet

ITB CLAUSE	PARTICULARS	DATA
17	Forms of Earnest Money Deposit	Online payment through Debit Card/Credit Card/Internet Banking or System Generated Challan ONLINE ONLY
	Account Details for Online EMD Payment	
	EMD valid for a period of	<b>6 month or more</b>
	FDR must be drawn in favour of	<b>Chief Municipal Officer, Nagar Parishad Bilhara</b>
21	Letter of Acceptance (LoA)	As per 'Annexure-L'
22	Amount of Performance Security	<b>NA</b>
	Additional Performance Security, if any	<b>NA</b>
	Performance Security in the format	As per 'Annexure-M'
	Performance Security in favor of	<b>Chief Municipal Officer, Nagar Parishad Bilhara</b>
	Performance Security valid up to	<b>Valid Contract Period plus 3 months</b>
	Defect liability period	<b>NA</b>

## Annexure – A

(See clause 1, 7 of Section 1 -NIT)

Name of work :- **E-tender for CA audit work of amount received and spent in BLC component under Pradhan Mantri Awas Yojana Urban, CA report and bank reconciliation sheet work AT MUNICIPAL COUNCIL BILHARA(MP)**

### Critical Dates

1	Tender Publish Date	01.02.2025	04:30 PM
2	Document Download / Sale Start Date	01.02.2025	04:30 PM
3	Bid Submission Start Date	01.02.2025	04:30 PM
4	Seek Clarification Start Date	NA	NA
5	Seek Clarification End Date	NA	NA
6	Pre Bid Meeting Date	NA	NA
7	Document Download / Sale End Date	17.02.2025	05:30 PM
8	Bid Submission End Date	17.02.2025	05:30 PM
9	Bid Opening Date	19.02.2025	01:00 PM

*Original term deposit receipt of earnest money deposit, demand draft for the cost of bid document and affidavit shall be submitted by the bidder so as to reach the office as prescribed in Bid Data Sheet, at least one calendar day before specified start time and date in key dates for opening of technical proposal as per Key dates in Bid Data Sheet.*

**NOTE: THE ABOVE KEY DATES ARE INDICATIVE, URBAN LOCAL BODIES SHALL CHANGE THE KEY DATES AS PER THEIR REQUIREMENTS.**

## || AFFIDAVIT ||

*(On Non Judicial Stamp of Rs. 100)*

I/we \_\_\_\_\_ who is/ are \_\_\_\_\_  
\_\_\_\_\_ (status in the firm/ company) and competent for submission of the  
affidavit on behalf of M/S \_\_\_\_\_ (contractor) do solemnly affirm an oath and  
state that:

I/we am/are fully satisfied for the correctness of the certificates/records submitted in support  
of the following information in bid documents which are being submitted in response to notice inviting  
e-tender No. for \_\_\_\_\_ (name of work) dated \_\_\_\_\_ issued by the \_\_\_\_\_  
\_\_\_\_\_ (name of the department).

I/we am/ are fully responsible for the correctness of following self-certified information/  
digitally signed documents and certificates:

1. That the self-certified information/ digitally signed document given in the bid document is fully true and authentic.
2. That:
  - a. Information regarding financial qualification and annual turnover, submitted online is correct.
  - b. Information regarding various technical qualifications, submitted online is correct.
3. No close relative of the undersigned and our firm/company is working in the department.

OR

Following close relatives are working in the department:

Name \_\_\_\_\_ Post \_\_\_\_\_ Present Posting \_\_\_\_\_

### Signature with Seal of the Deponent (bidder)

I/ We, \_\_\_\_\_ above deponent do hereby certify that the facts mentioned  
in above paras 1 to 3 are correct to the best of my knowledge and belief. In the event of any  
information is found to be incorrect/untrue or found violated, then without giving any of any prior  
notice, our bid shall be liable for rejection or termination of contract, without prejudice to any other  
rights of remedy including the forfeiture of the bid security / performance security.

Verified today \_\_\_\_\_ (date) at \_\_\_\_\_ (place).

Verified today \_\_\_\_\_ (dated) at \_\_\_\_\_ (place).



**Form “C”**  
**OFFICE OF THE MUNICIPAL COUNCIL Bilhara**  
**DIST-Sagar (M.P.)**

**Tender and contract for Supply of :- E-tender for CA audit work of amount received and spent in BLC component under Pradhan Mantri Awas Yojana Urban, CA report and bank reconciliation sheet work AT MUNICIPAL COUNCIL BILHARA(MP)**

**General Rules and directions for the Guidance of Contractors.**

1. All supplies proposed to be obtained by contractor will be notified in forms of invitations to tender posted in public place and signed by the Chief Municipal Officer.  
The form will state the supplies to be made as well as the date for submitting and opening tenders and time allowed for carrying out the work also the amount of the earnest money to be deposited with the tender the amount of the security deposit, deposited by the successful tender and the percentages, if any to be deducted from bills. It will also state whether a refund of quarry fees, royalties duties and ground will be granted. Copies of the specification and any other documents required in connection with the work signed for purpose of identification by the Chief Municipal Office M.C. BILHARA during office Hours.
2. In the event the tender being submitted by firm. It must be separately signed by each member thereof, or in the event of the absence of any partner, it must be signed on his behalf by a person holding a power of attorney authorizing him to do so. Such power of attorney should be produced with the tender and it must disclose that the firm is duly registered under the Indian partnership Act.
3. Any person who submits tender shall fill usual printed form, stating at what rate he is willing to undertake each item of the work. Tender which propose any alteration in the work specified in the said form of invitation to tender on in the time allowed for carrying out work which contain any other conditions of any sort, will be liable to rejection. No tender shall include more than one but contractor who wish to tender for two or more works shall submit a separate tender for each. Tender shall have the name and number of the works, to which they refer written outside the envelope.
4. The Officer competent to dispose of the tenders shall have the right of rejection of all or any of the tenders.
5. The receipt of a clerk for any money paid by the contractor will not be considered as any acknowledgment or payment of the Chief Municipal Officer and the contractor shall be responsible for seeing that procedure a receipt signed by the Chief Municipal Officer or any other person duly authorized by him.

### **Scope of Work**

- **Receipt of Payment Account (Instalment & DPR Wise)**
- **Receipt of Interest Earned**
- **Payment to Beneficiaries (Instalment & DPR Wise)**
- **Payment of Interest to Beneficiaries or Other Accounts**
- **Amount Returned to UADD Bhopal**
- **Interest Earned Returned to UADD Bhopal**
- **Excess Amount Paid to Beneficiaries**
- **Excess Amount Paid to Beneficiaries, Recovered by ULB**
- **Excess Amount Received from Beneficiaries, Returned to UADD Bhopal**
- **Payments Made by ULB to Non-Deserving Beneficiaries**
- **Bank Reconciliation Statement**

### **Eligibility Criteria for Chartered Accountant (CA) Firms**

#### **A. Registration and Empanelment**

1. The firm should be registered with the Institute of Chartered Accountants of India (ICAI).
  - A copy of the ICAI registration certificate, including the Firm Constitution and Firm Card, must be submitted.
2. The firm should be empaneled with the Office of the Comptroller and Auditor General of India (C&AG).
  - A copy of the empanelment letter from C&AG should be submitted with the technical bid.

#### **B. Years of Establishment and Partnership**

1. The firm must have been established for at least 20 (Twenty) years.
2. It must have been in continuous partnership for at least the last 10 (Ten) years.

#### **C. PAN and GST Registration**

1. The firm must possess a valid Permanent Account Number (PAN) and Goods & Services Tax (GST) registration number.
  - Copies of both certificates must be submitted.
  - Successfully selected bidder get Separately GST of tender value.

#### **D. Experience**

1. The firm must have significant experience in auditing autonomous bodies, government organizations, semi-government organizations, and especially local bodies under the Urban Administration and Development Department (UADD). Additionally, the firm must have specific experience in audit work related to Pradhan Mantri Awas Yojana. This experience is mandatory, and relevant work orders must be enclosed with the technical bid.

#### **E. Partners and Staff Requirements**

1. The firm should have at least **seven (7)** full-time partners on the date of tender submission.
  - A certified list of partners must be provided.

2. Out of the above, at least **five (5)** partners must be Fellow Chartered Accountants (FCA).

- A certified list of FCA partners must be provided.

#### **F. Location**

1. The firm must have its Head Office located in the state of Madhya Pradesh and a Branch Office situated in the Sagar District.
  - The firm must submit a copy of the ICAI registration certificate, along with self-certified details confirming the location of its Head Office in the state of Madhya Pradesh and its Branch Office in the Sagar District.

#### **G. Financial Turnover**

1. The firm's average annual turnover for the last three financial years (2021-22, 2022-23, and 2023-24) should exceed **Rs. 35 Lakhs**.
  - Self-certified and audited financial statements for these years must be furnished.

#### **H. Blacklisting and Disciplinary Record**

1. The firm must provide a self-certified certificate confirming:
  - It has not been blacklisted or barred by any Autonomous Body, PSU, Institute of Higher Education, Government Body, or any Court of Law.
  - No disciplinary action has been taken against its partners in the past, and no disciplinary inquiry is pending with ICAI.

#### **I. DISA Certification**

1. At least one partner of the firm must have completed the **DISA (Diploma in Information System Audit)** certificate course conducted by ICAI.

#### **J. Additional Certifications (Preferred)**

1. Firms with at least one partner holding a certificate in **Public Finance & Government Accounting** conducted by ICAI will be given preference.
2. Firms holding a valid **Peer Review Certificate** will also be given preference.

**Note -This is a brief description of the tender. More information in this regard can be obtained from the concerned branch of the body during office hours.**

**CHIEF MUNICIPAL OFFICER  
MUNICIPAL COUNCIL BILHARA**