

RAJKOT MUNICIPAL CORPORATION (RMC)
"DR. AMBEDKAR BHAWAN", DHEBAR ROAD, RAJKOT - 360 001
EXPRESSION OF INTREST (RE-TENDER)

Rajkot Municipal Corporation (RMC) is a local self government of Rajkot City committed to provide basic infrastructure facilities including entertainment facilities to the people of the city. RMC is very well known for the managing the city by using private sector participation as well as introduction of innovative mechanism in management to serve people efficiently. City has prepared different plans for improving services and to nullify gap between services and demands.

1. RMC invites "Expression of Interest" from reputed and experience Chartered Accountant firms to carry out statutory audit for Rajkot Municipal Corporation.
2. Chartered Accountants Firms should submit their offers online in the given format.
3. Municipal Commissioner, Rajkot Municipal Corporation, Rajkot, reserves the right to accept / reject any or all offers received without assigning any reason thereof.

Milestone Dates for e-tendering is as under		
1.	Name of Work	Hiring Service of CA Firm as Statutory Auditor for Rajkot Municipal Corporation (Re-Tender)
2.	Bid Type	Two Bid (Technical and Financial)
3.	Minimum Bid	The minimum fees for the Tender shall be Rs. 8,00,000 + GST @ prevailing rate
4.	Tender Fees (Non Refundable)	Rs. 1125/- The Demand Draft for the Tender Fee of Rs. 1125/- should be in favor of Rajkot Municipal Corporation, payable at Rajkot
5.	Earnest Money Deposit	Rs. 9,440/- The Demand Draft for the EMD of Rs. 9440/- should be in favor of Rajkot Municipal Corporation, payable at Rajkot
6.	Online submission of e - Tender	19-06-2025 To 03-07-2025 up to 18.00 Hours.
7.	Pre-bid Meeting	24-06-2025 at 04.30 PM (in office of Chief Accountant, Account Branch, Rajkot Municipal Corporation, Room No.4, 2 nd Floor, "Dr. Ambedkar Bhawan", Dhebar Road, Rajkot - 360 001.)
8.	Physical Submission of EMD, Tender fee and other required supporting documents	Upto 10-07-2025 till 18.00 Hrs. during working hours By Registered A.D. or Speed Post addressed to Chief Accountant, Account Branch, Rajkot Municipal Corporation, Room No.4, 2 nd Floor, "Dr. Ambedkar Bhawan", Dhebar Road, Rajkot - 360 001.)
9.	Opening of Technical Bid Online	10-07-2025 at 18.10 Hours onwards
10.	Opening of online Financial Bid	14-07-2025 at 10.30 Hours onwards
11.	Opening of Offline Tender Documents submitted	11-07-2025 at 12.00 Hours (in office of Chief Accountant, Account Branch, Rajkot Municipal Corporation, Room No.4, 2 nd Floor, "Dr. Ambedkar Bhawan", Dhebar Road, Rajkot - 360 001.)
12.	Bid Validity	120 Days

(Sd/-) Dy. Commissioner
Rajkot Municipal Corporation

RAIKOT MUNICIPAL CORPORATION
"DR. AMBEDKAR BHAWAN", DHEBAR ROAD, RAIKOT - 360 001

TERMS AND CONDITION FOR RE-TENDER OF HIRING SERVICE OF CA FIRM AS STATUTORY AUDITOR FOR
RAIKOT MUNICIPAL CORPORATION

1. Pre-Qualification Criteria:-

The bidder interested in being considered for "Hiring Service of CA Firm as Statutory Auditor for Rajkot Municipal Corporation" must fulfill the following minimum criteria. The bids of bidders not meeting the eligibility criteria will be summarily rejected.

Sr. No.	Parameter	Criteria	Documents Required
1	Bidder Profile	The bidder should be either : A Limited Liability Partnership (LLP) firm registered in India under the Limited Liability Partnership Act, 2008, or A Partnership Firm.	- Copy of Certificate of Incorporation / Registration Certificate of ICAI/Firm Constitution Certificate/Copy Partnership Deed - The application form must be submitted in the prescribed format attached
2	Experience of the bidding firm	The bidder must have been in operation for a minimum of 10 years from the date of registration with ICAI	Registration Certificate of ICAI / Firm Card
3	Audit and Attestation income of the Firm	The firm must have an average annual income of more than Rs. 30,00,000/- from audit and attestation assignments over the last three financial years.	CA Certificate (Issued by other than employee or partner of the firm)
4	No. of Chartered Accountant	The firm must have a minimum of three Chartered Accountants, out of which at least two must be partners of the firm.	Registration Certificate of ICAI / Firm Card
5	Tender Fees	The Bidder must have sent Demand draft of Tender fees of Rs.1125/- through RPAD	Demand Draft
6	EMD	The Bidder must have sent Demand draft of EMD of Rs. 9,440/- through RPAD	Demand Draft
7	Non black list affidavit	The bidder should not have been Black Listed, suspended, terminated, backed out, debarred & delisted by any Municipal Body / Urban Local Body / Development Authority in any State Government Body or undertaking / any department or undertaking of Government of India since inception of the firm / Company. It has also to disclose that any disciplinary actions have not been taken by ICAI.	A Declaration in this regard on Rs. 300/- Stamp Paper duly Notarized shall have to be submitted as per Annexure along with the tender documents. Submission of the bid document without such Notarized declaration will be rejected out rightly.

2. Technical Eligibility

Sr. No.	Particular	Points Allocation	Max Points
1	Place/Location of the Firm		
	• Head office at Rajkot	10	10
	• Branch office in Rajkot for period not less than 10 Years	5	
	• In any other Case	0	
2	Peer Review (Firm should hold valid certificate as on the date of tender published online)		
	• Is the firm Peer Reviewed?	10	10
	• Is the firm not Peer Reviewed?	0	
3	Experience of the bidding firm		
	• More than 10 years to 15 years	10	20
	• More than 15 years to 20 years	15	
	• More than 20 years	20	
4	Average Annual Turnover of last three years		
	• More than 30 lac to 60 lac	10	20
	• More than 60 lac to 90 lac	15	
	• More than 90 lac	20	
5	Number of Statutory Audits / Internal Audit / Taxation and Compliances Service or Accounting Services provided to Municipal Corporation. In all the above cases, if the bidder has been issued a work order for more than one year, then each completed year will be considered as one assignment/project. In other cases, the number of work orders will be considered to calculate valid experience. Further any of the above mentioned service provided for entire organization entire will be considered as valid experience.		
	• Number of Assignment - 0 project	0	30
	• Number of Assignment - 1 project	10	
	• Number of Assignment - 2 project	15	
	• Number of Assignment - 3 projects	20	
	• Number of Assignment - 4 projects	25	
	• Number of Assignment - more than 4 projects	30	
6	Number of Statutory Audits/ Internal Audits/ Taxation and Compliance Services or Accounting Services provided for any of the following : Government Departments, Government Authorities, Government Universities, Government Companies, Subsidiary Companies of State/Central Government or Municipal Corporation, Municipalities, or Statutory Corporations. However, experience related to Municipal Corporations (as covered in Point No. 5) and Bank Audits shall not be considered for evaluation under this criterion. In all the above cases, if the bidder has been issued a work order for more than one year, then each completed year will be considered as one assignment/project. In other cases, the number of work orders will be considered to calculate valid experience. Further any of the above mentioned service provided for entire organization entire will be considered as valid experience.		
	• Number of Assignment - 2 Projects	5	10
	• Number of Assignment - More than 2 Projects	10	
	Total		100

3. Tender Evaluation Criteria

The review and evaluation of proposals submitted will serve as the sole basis for selecting the Bidder deemed most qualified to act as the Service Provider. The evaluation process will be conducted as follows:

- Technical proposals will carry a weightage of **75% (seventy-five percent)**, while financial proposals will carry a weightage of **25% (twenty-five percent)**.
- The proposal with the lowest cost will be awarded a financial score of **100 (one hundred)**. Other financial proposals will be scored in inverse proportion to their quoted prices relative to the lowest bid.
- Similarly, the technical proposal with the highest score will be awarded a technical score of **100 (one hundred)**. Other technical proposals will receive scores in proportion to their respective technical marks relative to the highest technical score.

The **total score** for each proposal will be calculated by combining the weighted technical and financial scores. Based on this combined score, proposals will be ranked in descending order—**H-1** being the highest, followed by **H-2**, **H-3**, and so on.

The proposal ranked **H-1** will be recommended for contract award.

In the event that two or more proposals achieve the same final score, the proposal with the **higher technical score** will be ranked **H-1**.

In the event that two or more proposals achieve the same final score and have the same technical score, the proposal with the lower cost among them will be recommended for contract award.

In the event that two or more proposals achieve the same final score and have the same technical score and having same financial bid, the proposal of the firm with the higher average annual income from audit and attestation assignments over the last three financial years shall be selected.

❖ Simplified Explanation of Evaluation Criteria

1. Evaluation Overview:

- Technical Score (Weight: 75%)
- Financial Score (Weight: 25%)

2. Technical Score:

- Highest technical marks get 100 points.
- Others are scored in proportion to the highest.

3. Financial Score:

- Lowest bid gets 100 points.
- Others get lower scores based on how high their bids are.

4. Final Score Formula:

$$B = (C_{\text{low}} / C) * X + (T / T_{\text{high}}) * (1 - X)$$

where,

C = Your financial bid

 C_{low} = Lowest financial bid among all

T = Your technical marks

 T_{high} = Highest technical marks

X = Financial weight (0.25)

Example:

Company	Technical Evaluation Score	Price bid
A	80	100000/-
B	90 (highest)	120000/-
C	75	80000/- (lowest)

➤ **Normalized Technical Scores:**

$$A: (80/90) * 100 = 88.89$$

$$B: (90/90) * 100 = 100$$

$$C: (75/90) * 100 = 83.33$$

➤ **Normalized Financial Scores:**

$$A: (80000/100000) * 100 = 80$$

$$B: (80000/120000) * 100 = 66.67$$

$$C: (80000/80000) * 100 = 100$$

➤ **Final Scores (B):**

$$A: 80 * 0.25 + 88.89 * 0.75 = 86.67$$

$$B: 66.67 * 0.25 + 100 * 0.75 = 91.67$$

$$C: 100 * 0.25 + 83.33 * 0.75 = 87.5$$

➤ **Result: Company B is H-1 (Highest Score: 91.67)**

4. Terms and Condition and Scope of Work for Statutory Audit

The statutory audit of Rajkot Municipal Corporation (RMC) shall be carried out in accordance with the provisions of the National Municipal Accounting Manual (NMAM), relevant state municipal regulations, and applicable Indian accounting and auditing standards. The audit shall focus on the following key areas:

A. Capital & Reserves

- To examine earmarked Funds, the Municipal Fund, and General Reserves.
- To validate capitalization of assets funded by capital grants in accordance with NMAM guidelines.
- To verify accurate grouping and classification of fixed assets funded by capital contributions.

B. Secured / Unsecured Loans & Bonds

- To confirm appropriate classification between secured and unsecured borrowings.
- To reconcile loan balances through third-party confirmations.
- To verify interest payments align with contractual terms.

C. Deposits

- To reconcile balances between Accounting software and the RMC deposit management system.
- To verify the authenticity and accuracy of deposit entries and outstanding balances.

D. Grants

- Ensure proper classification into Capital and Revenue Grants.
- Review RMC's expenditure-sharing on revenue grants and verify accurate treatment in the Income – Expenditure account.
- Assess the utilization of capital grants and proper asset recognition as per NMAM.
- Verify the correctness of capital contribution entries.
- To confirm that all grant receipts are supported by grant award letters or other documentary evidences.
- To review of Reconciliations between fund balances and recorded transactions.

E. Current / Other Liabilities

- Examine all statutory liabilities like CPF, GPF, NPS, EPF, ESI, GST Liabilities, Income Tax Liabilities, and Labour/Education Cess etc.
- Verify timely remittances and cross-check with relevant challans.
- To check accounting entries related to deduction of Tax and payment of the same in books of accounts.
- To check and verify the correctness and timely payment of TDS to the credit of the Government by RMC.

F. Fixed Assets

- To review the method and rates applied for depreciation calculations are in compliance with NMAM.
- To ensure that depreciation is consistently applied and properly reflected in the financial statements.
- To cross-check asset capitalization with grant utilization records and corresponding accounting entries.
- To review the adequacy of disclosures in financial statements concerning fixed assets.

G. Investments

- Verify the existence and value of investments, including FDRs, GSFS, and PF treasury holdings.
- To verify the Adequacy of disclosures related to investments in financial statements.

H. Loans & Advances

- Reconcile loans and advances between the Loan Management System and Accounting records.
- Review recovery schedules and verify correct interest computation.

I. Reconciliation and Confirmation

- Conduct confirmations for loans, grants, investments, advances, and liabilities.
- Review the Bank reconciliations on monthly basis.
- To reconcile all type of income and expenditure of RMC between System and Accounting records.

J. Financial Statements & Compliance

- To carry out Scrutiny of ledger accounts for the financial year.
- To verify and certify financial statements prepared in Accordance with National Municipal Accounting Manual (NMAM) for the financial year and issue Audit Report for the same
- To ensure that the books of account and supplementary records, etc., are maintained in the form and manner required under the various acts, rules, laws, and regulations currently applicable to the Rajkot Municipal Corporation.
- To conduct Limited Review every quarter and issue Report on the same in accordance with the requirement of SEBI.
- To issue Certificates as required in compliance to the requirements of Post Issue of Municipal Bonds of any nature.
- Reconcile Income and Expenditure statement, Receipts and Payment with Budget statement on monthly basis
- To scrutinize and verify the implementation of proper internal control checks, including the segregation of duties.
- To assist the Corporation for Analysis of Financial and non-financial Data.
- To assist the Corporation in preparation of any Reports, case study or presentations related to Municipal Finance including Budget Presentation.

K. Monthly basis Reporting

Following reporting shall be done on a monthly basis in the format provided by RMC, on or before 20th Day of the following month, for the following areas:

➤ Deposits:

- To reconcile balances between Accounting software and the RMC deposit management system.

➤ Current / Other Liabilities:

- Examine all statutory liabilities like CPF, GPF, NPS, EPF, ESI, GST Liabilities, Income Tax Liabilities, and Labour/Education Cess etc.
- Verify timely remittances and cross-check with relevant challans.
- To check accounting entries related to deduction of Tax and payment of the same in books of accounts and filing of respective returns
- To check and verify the correctness and timely payment of TDS to the credit of the Government by RMC.

➤ **Investments**

- Verify the existence and value of investments, including FDRs, GSFS, and PF treasury holdings.

➤ **Loans & Advances**

- Reconcile loans and advances between the Loan Management System and Accounting records.

➤ **Reconciliation and Confirmation**

- Review the Bank reconciliations on monthly basis.
- To reconcile all type of income and expenditure of RMC between System and Accounting records.
- Reconcile Receipts and Payment with Budget statement on monthly basis.

➤ **Cheque Disbursement**

- To reconcile the available physical cheques/pay orders with the cheques/pay orders pending for disbursement as per the system.

➤ **Others :**

- Posting of PF Loan paid in relevant software.
- Posting of PF Loan received in relevant software.
- Posting of PF Withdrawal paid in relevant software.
- Posting of PF Loan paid in relevant software
- Posting of PF Arrears Deduction in relevant software.
- Posting of CPF amount transferred to NPS in relevant software.
- Posting of Housing Loan paid in relevant software.
- Posting of Housing Loan received in relevant software.
- Posting of Vehicle Loan paid in relevant software.
- Posting of Vehicle Loan received in relevant software.

In addition to the above areas, if Rajkot Municipal Corporation requires any additional area to be reviewed in the future on a monthly basis, the reporting for such areas shall also be done on a monthly basis.

L. Other Terms and Conditions

- The scope of work can be expanded and shall not be limited as above
- The scope of work is only approximate, the Chartered Accountants firm has made its owned assessment of work involved & staff required before quoting for assignment.
- The bidder should not be a collaborated/network firm.
- The Chartered Accountant and employees of the firm who will be involved in this assignment must have adequate knowledge of both Gujarati and English language.
- The supporting documents and records for the audit are available in either Gujarati or English.
- Selection of firms will be done only after detailed scrutiny of the credentials of the firm and their competency.
- The firm shall not sub-contract the Consultancy assignment.
- Consortium is not allowed.
- No escalation / price rise/ fees increase will be allowed to successful bidder.
- The engagement Partner shall be required to visit and attend meeting as and when required for discussion with Rajkot Municipal Corporation's Officers.
- Audit is mandatorily required conducting at RMC premises.

- Without assigning any reason, RMC reserves the right to reject the lowest or any other or all offer or part of it. To waive any informality or irregularity in any offer, which in the opinion of RMC does not appear to be in its best interest and the tendered shall have no cause of action or claim against RMC or its officers, employee, successors or assignees for rejection of this offer.
- The CA Firm shall have to execute an agreement with RMC.
- RMC reserves the right to withhold issuance of the notice to proceed, after execution of the contract agreement by the successful Audit Firm. RMC is not obliged to give reasons for any such action.
- The payments of professional fees shall be done quarterly on submission of the Limited Review Report. No, separate fees will not be payable for Certificate issued post Municipal Bond Compliances. The issuance of such certificates is included within the scope of the statutory auditor's existing engagement.
- Selected firms shall have to give declarations to follow all ethics of faiths and information provided by RMC shall be kept 'strictly confidential'.
- The CA Firm will have to start the work within 10 days of the receipts of the letter of appointment.
- The assigned work has to be completed in at time bound manner.
- Selected firm shall have to carry out work even after completion of office hours and on public holidays if requires or as directed by RMC.
- The selected firm will have to comply with the instructions if any issued by the RMC.
- The selected firm will have to obtain Professional Tax (EC & RC) registration certificate upon issuance of work order.
- No TA/DA expenses will be borne by the RMC for undertaking this works and this will have to borne by the CA firms.
- RMC will deduct GST TDS, IT TDS and any other deduction (If any) required by the government
- The successful firm shall not to be entitled to claimed any additional amount for any reason whatsoever for the assigned work.
- RMC will not pay any advance to the selected firm under any circumstances.
- All Forms and supporting documents provided for Tender shall be duly stamped and signed.
- In case of any dispute, the decision of the Commissioner; Rajkot Municipal Corporation shall be final and binding.
- The Commissioner; Rajkot Municipal Corporation reserve the right to reject any or all offers received without assigning any reasons.

5. Period of the Assignment

- The tender is invited for one year i.e FY 2025-26 and may be extended for an additional year if the work is found satisfactory, at the discretion of the Rajkot Municipal Corporation, while maintaining the same rates and terms outlined in this document.

6. Contract Agreement

- The successful firm has to enter into an agreement with RMC by paying refundable 5% Security Deposit on accepted Bid amount.
- Within 10 (ten) days from the date of issue of the letter accepting the tender, the successful Bidder shall furnish the required Security Deposit for performance and plus additional security if any for unbalanced bids in accordance with the condition of the contract and attend the office of the Chief Accountant, Account Department, "Dr. Ambedkar Bhawan", Room No.4, 2nd Floor, Dhebar Road, Rajkot for execution

of the contract documents. If he fails to furnish the Security Deposit for performance or to execute the contract for the work offered to him, his EMD shall be forfeited and the Bidder may be disqualified from tendering for further works for three years.

7. Termination of Contract:

- If there is any breach of Contract or repeated delays in work RMC shall the right and authority for the cancellation of the contract and no payment shall become due for work that has been only partly completed. Further RMC will also black list the firm and forfeit security deposit of the firm.
- Considering the materiality of the failure to perform at the satisfaction of the Corporation, the Rajkot Municipal Corporation may make deductions from the amount from the professional fees payable to the Consultant.
- Considering the severity of the case and the consequences where it has impact on reputation/any financial loss incurred, the Rajkot Municipal Corporation may also impose penalty.
- The Rajkot Municipal Corporation may inform the Institute of Chartered Accountants of India regarding professional misconduct, negligence and failing to perform services in accordance with professional standards.

8. Minimum Bid

- The Minimum Fees for the tender shall be Rs. 8,00,000/- + GST@ prevailing rate (at present GST rate is 18%)

9. Payment Terms & Condition:

- The payment of professional fees shall be made as per the table below, upon submission of Limited Review Report on Quarterly

FY- 2025-26	Payment Amount
1 st Quarter	20% of Bid amount before GST + GST@ prevailing rate (at present GST rate is 18%)
2 nd Quarter	20% of Bid amount before GST + GST@ prevailing rate (at present GST rate is 18%)
3 rd Quarter	20% of Bid amount before GST + GST@ prevailing rate (at present GST rate is 18%)
4 th Quarter	40% of Bid amount before GST + GST@ prevailing rate (at present GST rate is 18%)

RAJKOT MUNICIPAL CORPORATION
"DR. AMBEDKAR BHAWAN", DHEBAR ROAD, RAJKOT - 360 001
APPLICATION FORM

- 1) Name of the Firm :
- 2) Contract Person(S):
- 3) Registration No. Of ICAI :
- 4) Date of incorporations :
- 5) Registration Address of H.O. :
- 6) PAN NO :
- 7) GST NO :
- 8) Peer Review Certificate No. & Date :
- 9) Tel No/Fax No. :
- 10) Details of partners of the Firm :

Sr. No.	Name of the Partner	Age	Is CA or not ?	If CA then provide ICAI Membership No.	No. of Years from which associated with the firm	Whether engagement Partner for this Project
1						
2						

- 11) No. of Chartered Accountant fully engaged with Firm :

Sr. No.	Name of the Chartered Accountant	Age	ICAI Membership No.	Whether Employee or Partner	No. of Years from which associated with the firm	Whether engagement Partner for this Project
1						
2						

- 12) Details of Branch Office :

Sr. No.	Branch Office Address	City	No. Years from which existed in such City	Name of the Partner engaged with such Branch	Whether engagement Partner for this Project
1					
2					

13) List of Assignment handled : (Work Order also required to be attached)

Sr. No.	Name of the Authority who issued Work Order	Years for work carried out or Work Order issued	Brief Nature of Work Carried Out	Documents submitted for reference
1				
2				

14) Tender Fee Rs.....D.D./P.O.No.....Dt.....

(to be enclosed)

15) Earnest Money Deposit Rs.....D.D./P.O.No.....Dt.....

(to be enclosed)

16) Bank Details of the Firm: (Cancelled Cheque to be enclosed for reference)

Name as per Bank Records	
Bank Account No.	
Name of Bank	
Bank Account Type	
IFSC Code	
Branch Address	

(Signature with Seal)

Encl. : All the relevant documents duly stamped and self certified

RAJKOT MUNICIPAL CORPORATION
"DR. AMBEDKAR BHAWAN", DHEBAR ROAD, RAJKOT - 360 001

DECLARATION

I/We here by certify that:

1. The information provided above are to the best of my/our knowledge and belief, true and Correct in all respect.
2. There is no litigation pending against the firm or its Partners.
3. I/we shall furnish all information as required by RMC in connection with this assignment.
4. All information provided by RMC is in the course of the assignment shall be kept strictly confidential.
5. This is to certify that none of the Chartered Accountants or the Firm who are going to be appointed with this work, have any interest in the business of the RMC and have no relative works in RMC.
6. I/We understand and accept that RMC has a right to reject our application without assigning any reason therefore.

Name of Authorized Signatory	Designation	Name of the Firm

Place :

Date :

(Signature with Seal)

RAJKOT MUNICIPAL CORPORATION
"DR. AMBEDKAR BHAWAN", DHEBAR ROAD, RAJKOT - 360 001

Name of Assignment: Taxation advisory and compliances services for the year FY 2025-26

PROFESSIONAL FEES

Sr.No	Description	Annual Amount (Lump sum) (Including All Govt. Taxes & Levies but Excluding GST) (in Rs.)
1.	Fees for Year 2025-26	To be quoted online only
	Total amount	

NON BLACK DECLARATION

I / We_____ hereby declared that I am / We partner(s) are not black listed or Terminated or Debarred or suspended, backed out, delisted or connected with firm black listed or terminated or debarred or suspended or backed out or delisted in any Municipal Corporation, States, or any Government, Semi-Government or Private body since the inception of the firm / company. Also, no Police complaint is lodged against the firm / company or Staff deployed by me / us.

I / We_____ hereby also declared that no Disciplinary Action has been taken by ICAI against the firm / company or Staff deployed by me / us.

At present I am / we are associated with _____ Municipal Corporation, States, or any Government, Semi- Government

I further undertake that if above declaration proves to be wrong/ incorrect or misleading, our tender/ contract stands to be cancelled/ terminated.

Date :

Place :

Signature of Authorized Person

