

MUNICIPAL CORPORATION CHANDIGARH

NOTICE INVITING QUOTATION

Subject:- Regarding reconciliation of water charges in Municipal Corporation, Chandigarh.

Quotations for carrying out reconciliation of water charges in MC, Chandigarh which will be in two parts i.e. Technical bid and Financial bid on short term basis are invited from prospective CAs. The rates would be mentioned only in the financial bid not in the technical bid. The financial bids of those firms, who qualify on the basis of technical bid, would only be opened.

Scope of work

Monthly reconciliation of water charges being collected by SPIC involving Banks & NIELIT Mohali of having 60000 monthly transactions approximately.

Hence a reconciliation in the following format is required from the CA.

S No	Date of Credit in OBC Bank Account	Amount Credit in OBC Bank	Mode of Receipt (Cash/Cheque/DD/ Debit Card/Credit Card)	Date of deposit with E-sampark	Amount Deposit by Customer	Due date of Credit with OBC Bank	Difference (delay in days of Credit) (g)-(b)	Difference in Amount (Short/Excess) (f)-(c)
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)

Eligibility Condition for CA

1. The Chartered Accountant's firm should be registered with the Institute of Chartered Accountants of India having 5 years experience

in the field with average annual turnover Rs.10 Lacs for the last 2 years

2. Office in Tricity i.e. (either in Chandigarh, Panchkula, Mohali)
3. Sole proprietor or partnership registered firm.

Technical bid should contain :

- The Chartered Accountant's firm should be registered with the Institute of Chartered Accountants of India having 5 years experience in the field with average annual turnover Rs.10 Lacs for the last 2 years
- Office in Tricity i.e. (either in Chandigarh, Panchkula, Mohali)
- Sole proprietor or partnership registered firm.
- Photocopy of PAN number
- Photocopy of service tax number
- Authorization letter in case of partnership registered firm.
- Original black listing affidavit as per format enclosed.
- Signed copy of Bid document.
- EMD amounting to Rs.5000/- in favour of Commissioner, MC Chandigarh in the shape of Demand Draft payable at Chandigarh

Financial bid should contain :

- Monthly rate for reconciliation of water charges w.r.t. scope of work.
- The rate should be monthly basic rate + applicable taxes.

General instructions :

1. The rate should be mentioned both in amount and in figures. The rate should remain valid for 90 days from the date of opening of price bid.
2. Any tender can be rejected by the Competent Authority/ committee without assigning any reason.

3. The undersigned/committee reserves the right to the verification of the particulars furnished by the bidder. If any information is found incorrect, the bid will be rejected straightway without any further correspondence and the firm is liable to be debarred blacklisted.
4. Conditional quotation shall not be entertained.
5. In case of date of opening of quotations happens to be public holiday the same, shall be opened on next working day.
6. Non blacklist affidavit on the prescribed format duly attested by Notary shall also be supplied with technical bid.
7. The agency will not share this data with any outside agency as it is a property of Municipal Corporation, Chandigarh.
8. The dispute, if any, will be subject to jurisdiction of courts of Chandigarh.
9. The allotment of work can be cancelled even after award of tender if office or committee so constituted finds any deficiency in service.
10. The payment will only be released after each quarter on submission of the bill by the agency subject to the satisfaction of the Branch Incharge of EEMCPH-II, Sector-11, Chandigarh.
11. The work will be allotted to the firm, who is found to be lowest.
12. Authorization letter to be supplied in case of authorized signatory.
13. Documentary proof of the sole proprietor company/firm must be supplied alongwith technical bid.
14. For further detail please contact office of the EE MCPH-II, Sector-11, Chandigarh during the working hours.
15. The period of contact will initially be for a period of one year w.e.f. 1.4.2017 to 31.3.2018. The contact can be further extended for

another period of one year, based on the satisfactory performance of the service and at the sole discretion of the Superintending Engineer(Public Health) on the same terms and conditions and with mutual consent.

16. The Office reserves all rights to accept or reject any tender/quotation without assigning any reason and also to impose any term and condition of the tender.
17. In case of failure or default in the performance or responsibilities or breach of terms and conditions of DNIT or agreement, action as per “Policy on blacklisting, 2009” issued vide Finance Department, Chandigarh Administration Notification No.1927-F&PO(3)-2009/1170 dated 27.02.2009 shall be taken.
- 18. It will be ‘Two bid’ system with technical and financial bids sealed separately. The bidder should put these two sealed envelopes in a bigger envelop and submit the same in the office of Executive Engineer MCPH Divn. No.2 (2nd Floor) near Karuna Sadan, Sector-11, Chandigarh by 21.7.2017 upto 3.00 PM. The technical bid will be opened at 3.15 on the same day in the above office. The Bidders or their authorized may attend if they so desire.**
19. The financial bid for technical qualified firms only will be opened on 25.7.2017 at 3.00 PM.
20. If date of opening of Technical or Financial Bid happens to be holiday the same will be opened on the next working day at the same time.

AFFIDAVIT

I/We _____ (Name) _____

Service Provider/ Partner/Sole Proprietor (strike out which is not applicable) of (Firm) _____ do hereby solemnly affirm and declare that the individual /firm companies are not black listed/prosecuted by any Central/ State Governments/ Union Territories/ Departments/ Officers/ Statutorily Bodies / Autonomous Organizations/ Research Institutions / any court of law or any partner or share holder thereof not directly or indirectly connected with or has any subsisting interest in business of my/our firm.

Deponent

Place : _____

Address _____

Date : _____

VERIFICATION

Verified that the contents of above affidavit is true and correct to the best of my/our knowledge and belief. No part of it is false and nothing has been kept concealed therein.

Deponent

Place : _____

Date : _____

(Note: To be furnished on non-judicial stamp paper of 15/- duly attested by the Executive Magistrate)

MUNICIPAL CORPORATION CHANDIGARH

TECHNICAL BID

Sr. No.	Documents to be submitted by the bidder in technical bid	Please mention (yes or no)
1.	The Chartered Accountant's firm should be registered with the Institute of Chartered Accountants of India having 5 years experience in the field with average annual turnover Rs.10 Lacs for the last 2 years	
2.	Office in Tricity i.e. (either in Chandigarh, Panchkula, Mohali)	
3.	Sole proprietor or partnership registered firm.	
4.	Photocopy of PAN number	
5.	Photocopy of GST number	
6.	Authorization letter in case of partnership registered firm.	
7.	Original black listing affidavit as per format enclosed.	
8.	Signed copy of Bid document.	
9.	Original EMD amounting to Rs.5000/- in favour of Commissioner, MC Chandigarh in the shape of Demand Draft payable at Chandigarh	

(Signature of bidder)

FINANCIAL BID

Regarding : Reconciliation of water charges.

Monthly rate for reconciliation : Rs. _____ (In figure)

_____ (In words)

(Taxes will be extra)

(Signature of bidder)

From

Executive Engineer,
MCPH Divn. No.2,
Sector-11, Chandigarh

To

No.EEMCPH-2/MCC/2017/
Dated :

Sub: Notice inviting quotations – Reconciliation of water charges in Municipal Corporation, Chandigarh, received through SPIC (Sampark Centre) for engaging CA.

Please find enclosed notice inviting quotations alongwith requisite documents.

You are requested to submit your technical bid and financial bid on the prescribed format as contained in NIT upto 3.00 PM on 21.7.2017 positively alongwith other requisite documents. The same can be downloaded from ***mccchandigarh.gov.in***

Executive Engineer,
MCPH Divn. No.2,
Sector-11, Chandigarh