

MUNICIPAL CORPORATION, CHANDIGARH

No.MCC/CAO/2016/4022

Dated:-02-06-2016

Subject: Inviting limited tender notice for engaging Chartered Accountant firm for preparation of Balance Sheet for the year 2015-16.

Sealed bids are invited from the registered Chartered Accountants in two parts i.e. technical bid and financial bid in separate sealed cover. These two sealed cover should be contained in bigger sealed cover. The technical bid would contain EMD deposit for Rs. 5000/- with stamp/seal. The rates would be mentioned only in the financial bid not in the technical bid. The financial bid of those firms, who qualify on the basis of technical bid, would only be opened. The Scope of Work, detailed terms & conditions & Performa for technical bid and financial bid are enclosed.

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**Chief Accounts Officer,
Municipal Corporation,
Chandigarh**

Scope of work:-

1. Preparation of Balance Sheet Receipt & Payments Account Income & Expenditure Account for the year 2015-16 from the record entries made in software "Accounting Package Tally" of the Municipal Corporation, Chandigarh.
2. Preparation of monthly Bank reconciliation statements of all the bank accounts of the Municipal Corporation for the period from 01.04.2015 to 31.03.2016.

Terms & Conditions:

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 annual turnover Rs.10.Lacs for the last 3 years.
2. The bid/limited tender must reach in office of the Chief Accounts Officer Room No.222, 2nd Floor, New Deluxe Building, Sector-17, Municipal Corporation, Chandigarh at 3 p.m. on/before the 15th June, 2016. The bid so received will be opened on the same day 3.30 p.m. in presence of the Committee constituted for this purpose. The bids received after the given date and time shall not be entertained.
3. The bids must be in sealed cover. The envelope containing bid must be super scribed with the subject on the top of outer envelope. The name of the firm must be mentioned on the envelope.
4. It may be delivered either by post or by hand. The bids must be addressed to the Commissioner, Municipal Corporation, Chandigarh.
5. The bid should be inclusive of all taxes.
6. Any bid can be rejected by the undersigned/ committee so constituted without assigning any reason.
7. The undersigned/committee reserves the right to verify the particulars furnished by the applicant. If any information is found incorrect the bid is liable to be cancelled
8. Conditional bids shall not be entertained.
9. In-case of date of receiving of bids/opening of bids, declares/happens to be public holiday bids shall be opened on next working day.
10. In case of dispute between firm & MCC the matter shall be referred to the sole Arbitrator i.e. the Secretary Local Govt. UT. Chandigarh and the decision of the Arbitrator shall be final and binding on both the parties.
11. In case of any dispute, jurisdiction of courts of U.T., Chandigarh is applicable.

12. Payment will only be released subject to the satisfaction of the undersigned or the committee constituted by the undersigned after verifying the quality and specification of work.
13. The accrual based Double Entry Accounting System would be based upon the converts of Institute of Chartered Accountants of India as already followed upto the year 2014-15 and any amendments made thereof.
14. The work of consolidation of record entries and preparation of Balance Sheets for the year 2015-16 will be finalized within a period of 3 months from the date of issue of the order failing which penalty @ Rs.500/- per day shall be imposed after the completion of time period till the default continues. However the CMC in case of exceptional circumstances may extend the time period & waive the penalty whatsoever.
15. In case of failure to complete the work within the specified period or violation of any terms & conditions, the performance security and earnest money shall be forfeited.
16. The tender, which does not conform to the requirements of the eligibility qualifications shall be rejected summarily, and no reason whatsoever shall be given to that effect.
17. The earnest money shall be refunded to the firm on receipt of performance security.
18. Incomplete, conditional, telegraphic or tenders received late or without earnest money will not be entertained.
19. The firm shall furnish a bank guarantee or performance security in the shape of BD/FDR/Bank guarantee equal to 10% of the tender amount in favour of Commissioner Municipal Corporation, Chandigarh which is liable to be encashed, in case of breach of terms & conditions of the agreement.
20. In the performance security of the successful tenderer shall be refunded after the expiry of sixty days from the successful completion of the work.
21. In case of any force majeure, the selected firm will inform in writing explaining the cause and seek the extension in executing the work.
22. The decision of the Commissioner, Municipal Corporation is final, in awarding the contract.
23. The firm which has been debarred/black listed by any Deptt./Autonomous body of the Central/State Govt./Union Territories and Municipal Corporation, Chandigarh are not eligible to apply. In case this fact is established after allotment of the contract, then such contract will be terminated after due enquiry without any notice and in such an eventuality the bank guarantee will stand forfeited.

24. The MCC shall provide access to MIS and other information relevant as required for the task/job. Appropriate office space and infrastructure for the project team shall be provided by MCC. Availability of counterpart team discussion and sharing knowledge with operational staff shall also be arranged.
25. Terms of payment:-
1. 80% payment of the agreement amount shall be paid after completion of accounts and submission of balance sheet for the year 2015-16
 2. The remaining 20% amount and full & final payment shall be paid after acceptance of balance sheet.

**Chief Accounts Officer,
Municipal Corporation,
Chandigarh**

TECHNICAL BID (PART "A")

- 1) Name of the firm_____
 (In capital letter)
- 2) Complete Postal Address:_____
 a) Telephone No.: (Off)_____
 b) Fax No.:_____ e-mail_____
- 3) Is the firm proprietary/Partnership/
 Public Ltd/Pvt. Ltd/Others (specify)_____
- 4) Is this firm registered with:_____
 Any Central Government/State Govt./Semi Govt./
 Govt. undertakings/Municipal Corporation

 If so furnish details of registration_____
- 5) PAN Number:_____
- 6) Service Tax/VAT/Sales Tax No._____
- 7) EMD Details: Demand Draft/Pay Order No._____ Date _____
 Bank (Branch)_____
- 8) Copy of Balance Sheet for the last three years showing the annual turnover
- 9) The Earnest money in the form of demand draft in favour of Commissioner, Municipal Corporation, Chandigarh and payable at Chandigarh for Rs.5000/- (Rupees Five Thousand only) must be enclosed.
- 10) The affidavit regarding black listing is also required to be submitted.
- 11) The firms should submit the experience certificate of five years in the relevant field with rupees 10 lacs turnover for the last three years.
- 12) An undertaking with regard to sufficient capacity to do the work as per specification mentioned in the financial bid should also be submitted.

FINANCIAL BID 'B'

1. Name:_____
2. Father's Name:_____
3. Address:_____
4. Telephone No./Mobile No._____
5. Rates quoted for the following items:-

Sr.No.	Scope of Work	Rate quoted by the firm
1.	Preparation of Balance Sheet, Income & Expenditure Account and Receipts & Payments Account of the Municipal Corporation, Chandigarh for the year 2015-16 from the record entries made in software "Accounting Package Tally"	
2.	Preparation of monthly Bank reconciliation statements of all the bank accounts of the Municipal Corporation, Chandigarh for the period from 01.04.2015 to 31.03.2016.	

Note:-

This form duly filled in should be put in an envelope marked 'B' and name of the contract.