

**MUNICIPAL CORPORATION, CHANDIGARH**

**No. MCC/CAO/2018/**

**Dated: -**

To

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**Subject: Inviting limited tender notice for engaging Chartered Accountant firm for preparation of Balance Sheet for the year 2017-18 and 2018-19 on yearly performance basis.**

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 super scribing above subject. The technical bid would contain EMD deposit for Rs. 5000/- along with the requisite documents with stamp/seal as mentioned in "Technical Bid Part-A". The financial bid of those firms, who qualify on the basis of technical bid criteria, would only be opened. The Scope of Work, detailed terms & conditions & Performa for technical bid and financial bid are available on [www.mcchandigarh.gov.in](http://www.mcchandigarh.gov.in).

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

### Scope of work:-

1. Preparation of Balance Sheet, Receipts & Payments Account and Income & Expenditure Account for the year 2017-18 and 2018-19 from the record entries made in software "Accounting Package Tally" of the Municipal Corporation, Chandigarh.
2. checking of monthly Bank reconciliation statements prepared by the staff of MCC in respect of all the bank accounts of the Municipal Corporation for the period from 01.04.2017 to 31.03.2018 and 01-04-2018 to 31.03.2019 (presently we have 33 operational bank accounts).

### 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.15.00 Lacs for the last 3 years ( each year). The firms must have Head Office/Branch Office within the Tri City i.e. Chandigarh, Mohali and Panchkula.
2. The bid/limited tender must reach in office of the Chief Accounts Officer Room No.405, 4<sup>th</sup> Floor, New Deluxe Building, Sector-17, Municipal Corporation, Chandigarh at 3 p.m. on/before the **27<sup>th</sup> June, 2018**. 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 super scribing "Preparation of Balance Sheet for 2017-18 and 2018-19".
5. In financial bid, the rate should be quoted in lump sum on per year basis and the rate should be inclusive of all taxes. Further, it should be mentioned in both words and figures.
6. The bid(s) can be rejected by the competent authority 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.
13. The preparation of Balance Sheets for the year 2017-18 will be finalized within a period of 4 months from the date of issue of the order failing which penalty @ Rs.500/- per day or 10% of the total value of contract whichever is less 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, on the justified reasons.
14. In case of failure to complete the work within the specified period or violation of any terms & conditions, the performance security shall be forfeited and competent authority may blacklist the firm as per provisions of instructions issued by the Chandigarh Administration.
15. 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.

16. The earnest money shall be refunded to the firm on receipt of performance security.
17. Incomplete, conditional, telegraphic or tenders received late or without earnest money will not be entertained.
18. The firm shall furnish a performance security in the shape of FDR/Bank guarantee equal to 10% of the tender amount valid for 60 days beyond the contract period in favors of Commissioner Municipal Corporation, Chandigarh which is liable to be encashed, in case of breach of any of the terms & conditions of the agreement.
19. The performance security of the successful tenderer shall be refunded after the expiry of sixty days from the successful completion of the work.
20. In case of any force majeure, the selected firm will inform MC authorities in writing explaining the cause and seek the extension in executing the work.
21. The decision of the Commissioner, Municipal Corporation is final, in awarding the contract.
22. 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 performance security will stand forfeited.
23. 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.
24. Firms are required to submit an Affidavit duly attested by the Magistrate / Notary on the prescribed proforma (Annexure C).
25. The successful bidder is required to sign the agreement with the office.
26. Terms of payment:-
  - i. 80% payment of the agreement amount shall be paid after completion of accounts and submission of balance sheet of the respective financial year and further subject to the satisfaction of the committee..
  - ii. The remaining 20% amount and full & final payment shall be paid after acceptance of balance sheet.

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

**AFFIDAVIT**

I/We \_\_\_\_\_ being a

Partner / sole proprietor (strike out which is not applicable) of (Name & Address of Firm) \_\_\_\_\_ do hereby declare and solemnly affirm:

a) That the individual / firm / companies are not debarred or black-listed by any department of Union/State Governments / Chandigarh Administration or any autonomous bodies / Institutes.

b) That tenderer is duly competent to enter into contract/agreement as per applicable provisions of Law.

c) And that all the terms and conditions for preparation of Balance Sheet and monthly Bank Reconciliation of all the bank accounts of Municipal Corporation, SECTOR-17, CHANDIGARH, are acceptable to me / us. I/we will abide by them in letter and spirit.

Date:

Place:

DEPONENT

**VERIFICATION**

I/We do hereby solemnly declare and affirm that the above declarations are true and correct to the best of my/our knowledge and belief. No part of it is false and nothing has been concealed therein.

Date:

Place:

DEPONENT

**(Note: To be furnished on non-judicial stamp paper worth Rs.15/- duly attested by Magistrate or Notary Public).**

## **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) Goods & Service Tax (GST) No. \_\_\_\_\_
- 7) EMD Details: Demand Draft/Pay Order No. \_\_\_\_\_ Date \_\_\_\_\_  
Bank (Branch) \_\_\_\_\_
- 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) is  
enclosed. Yes / No
- 10) The affidavit regarding non black listing is enclosed. Yes / No
- 11) Copies of experience certificate of five years in the relevant  
field and balance sheets showing annual turnover of Rs. 15.00 lacs  
of the last three years. Yes / No
- 12) An undertaking with regard to sufficient capacity to do the work as per  
specification mentioned in the financial bid should also be submitted.

**Name and signature of the  
Authorized person with stamp**

## FINANCIAL BID 'B'

1. Name of the firm: \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Telephone No./Mobile No. \_\_\_\_\_

Sr.No.	Scope of Work	Rate quoted by the firm for the FY 2017-18	Rate quoted by the firm for the FY 2018-19
1.	<p style="text-align: center;">(i). Preparation of Balance Sheet, Income &amp; Expenditure Accounts and Receipts &amp; Payments Accounts of the Municipal Corporation, Chandigarh for the year 2017-18 and 2018-19 from the record entries made in software "Accounting Package Tally"</p> <p style="text-align: center;">(ii). Checking of monthly Bank reconciliation statements of all the bank accounts of the Municipal Corporation, Chandigarh prepared by the staff of MCC for the period from 01.04.2017 to 31.03.2018 and 01.04.2018 to 31.03.2019 (presently we have 33 operational bank accounts).</p>		

**\* Rates should be quoted in lump sum on per year basis.**

**\*Rates should be quoted in both words and figures.**

**\*Work will be allotted to the firm whose rates are overall lowest.**

**Note:-**

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

**Name and signature of the  
Authorized person with stamp**