

# Gujarat Municipal Accounting Reform Project

Accrual Based Computerized, Double Entry Accounting System in Gujarat  
Municipalities

## Request for Proposal

CLUSTER NO : \_\_\_\_\_

Request for Proposal for Empanelment of Chartered Accountant Firms for  
Implementation of Accrual Based Double Entry Accounting System in 159  
Municipalities of Gujarat



**Gujarat Municipal Finance Board**

Board Nigam Vistar, Sector-10/A,

Gandhinagar-382010

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**Gujarat Municipal Finance Board  
Board Nigam Area  
Gandhi Nagar**

To:

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**Subject: Request for Submitting Proposal for Empanelment of Chartered Accountant Firm for Implementation of Accrual Based Double Accounting System in 159 Municipalities of Gujarat**

The Government of Gujarat, as a part of its intention to strengthen the Financial Capacities, Accounting System and Management Information System of its Urban Local Bodies has decided to introduce Accrual Based Double Entry Accounting System in all municipalities of Gujarat in 2004.

In order to uniformly and efficiently introduce the proposed accrual based, computerized double entry accounting system in municipalities, the Government of Gujarat has appointed Gujarat Municipal Finance Board as Nodal Agency. GMFB appointed PMTU for overall supervision, guidance and implementation of the project in all municipalities of the State as Project Management & Training Unit (hereafter called "PMTU"). The task of PMTU will be to manage the project in its entirety, which includes designing, monitoring, documenting and making payouts to hired professionals, C.A. Firms and other individuals and agencies in consultation with the committee appointed by the GMFB. The PMTU will have an experienced expert in the field as its Advisor and it will be guided by the Committee or authorized officer.

The Annual Account work based on Accrual Based Double Entry Accounting System for the financial Year 2006-07 to 2012-13 has been already completed and Annual Accounts for the Financial Year 2013-14 is under preparation.

1. **Invitation:** In this context, GMFB invites RFP from the eligible firm to carry out the work of Accrual Based Double Entry Accounting System in 159 Municipalities of Gujarat. For purpose of consultancy assignment, these 159 Municipalities have been grouped into 18 clusters. Interested bidders shall submit separate proposal for each clusters they wish to apply for. No offer in part for any cluster shall be acceptable. No bidder shall be awarded more than two clusters. If any firm happens to be L-1 in more than 2 clusters than it will be the discretion of the committee in regarding the allotment of the cluster. The decision of the committee will be final and bearing on the part of bidders. The cluster wise list of municipalities appended herewith at **Appendix - A**. Your offer must be written in English. All pages of your offer must be properly numbered and initialed by you or your authorized officer. Along with the RFP the Earnest Money Deposit amounting to Rs. 15, 000/- (Rupees Fifteen Thousands only) for each cluster shall have to be paid in form of Demand Draft of any Schedule Bank except Co-operative Bank. DD shall be in favor of "Chief executive Officer" Gujarat Municipal Finance Board , Gandhinagar"
2. **Scope of Work:** The Firms(s) is/are responsible for preparing, maintaining financial Accounts, Reports, Schedules in accordance with the Work order as amended from time to time by GMFB in order to fulfill the Goals, Objectives and Strategies of Project. The detailed scope of work is specified at **Appendix – C** in the bid as TOR.
3. **Request for Proposal (RFP):** You are expected to examine all terms and instructions contained in these documents. If you consider that your firm does not have all the expertise for the assignment,

please don't quote. The RFP must include Financial Bid. The majority of the key professional proposed to put for the job must be proprietor/ partner or permanent employee or should be associated with the firm on long term basis. A good working knowledge of Gujarati is essential for key professional staff of this assignment. Failure to provide all requested information will be at your risk and may result in rejection of your offer.

4. **Offer Evaluation:** A one-stage procedure will be adopted in evaluating offers as explained in bid. The offer must be in two separate packets viz.(i) Request for Proposal (Technical Bid) and (ii) Financial Bid
- (i) RFP Evaluation: This will be carried out prior to opening of Financial Offer and only those financial offers cover (packet) shall be opened who qualify as per criteria of RFP evaluation.
- (ii) The work shall be assigned to qualified bidder and shall have to agree with the price of lowest financial offer or as per the decision of the committee.
5. **Award of Work:** The work will be awarded to the qualified and successful firm. However, the Committee or designated Authority in this behalf has right to accept or reject offer of any or all agencies without assigning reason thereof. The committee can ask for the clarification/ justification to the L-1 before the award of work, and if committee is not satisfied with the explanation; work cannot be awarded to the lower bidder.

6. **Mile stone dates:**

1	Date from which Tender Document available	Date: 26/06/2014 to 04/07/2014
3	Last Date of Submission	Date: 11/07/2014
4	Date of opening of offers RFP (Technical Bids)	Date: 14/07/2014

7. **If any further inquiry about tender please contact:-**

Mr. Y J Gandhi  
Deputy Director (Finance)  
Gujarat Municipal Finance Board,  
Gandhinagar.  
Ph: 079-232-50332, 50296

8. GMFB invites sealed and super scribed tenders for the above mentioned work from qualified bidder by Registered Post / Speed Post, reachable to the Chief Executive Officer, GUJARAT MUNICIPAL FINANCE BOARD, (Government of Gujarat Undertaking) GMFB building, Board Nigam Area, Sector - 10/A, Gandhinagar, on 11/07/2014 before 4.00 pm or before the date mentioned in the tender. Hand delivery / delivery through courier will not be permitted.

Thanking you,

**Chief Executive Officer**  
**Gujarat Municipal Finance Board**  
**Gandhinagar**

## Data Sheet

1	Name of work	Gujarat Municipal Finance Board invites proposals from qualified agencies to carry out the work of implementation of Accrual Based Double Accounting System in 159 Municipalities of Gujarat
2	Descriptions and the objectives of the Assignments	For implementation of sound financial Management system in all municipalities, the accounting work as per Accrual based Double Accounting System and related Data management work requires to be carried out in all municipalities of Gujarat
3	Language of documentation	English
4	Working knowledge of a Specified Language (Specifically for Junior level Staff)	Gujarati
5	Language of Reporting	Gujarati / English as desired by the Client
6	Currency for payment of consultancy fees	Indian Rupees
7	Required number of copies of the offer	RFP document :- Technical : – 2 copies (1 Original + 1 Copy) :- Financial – 1 copy
8	Address of submission of offer	Chief Executive Officer  Gujarat Municipal Finance Board (Government of Gujarat Undertaking) GMFB building, Board Nigam Area, Sector - 10 / A, Gandhinagar.
9	Date and time of bid submission	Up to 16:00 hrs of date 11/07/2014
10	Validity period	120 days
11	The points for evaluation criteria	Marks
(1)	Firm's specific experience related to the similar nature of work with Municipalities of Gujarat State	25
(2)	Firm's Experience related to the Accounting Works and no. of project / work carried out with Government organization / undertaking	15
(3)	Qualification and experience of the Key staff proposed for the assignment	10
(4)	Work Plan , Approach & Methodology	25
(5)	Financial Capacity of the Bidder	20

(6)	Years of Registration of Team Leader with ICAI	05
	<b>Total</b>	<b>100</b>
12	EMD	Rs. 15,000/- (Rupees Fifteen Thousand only) for each cluster in form DD of Nationalized Schedule Bank (Co-operative bank will not be allowed)
13	Penalty	Rs. 500 per day (Maximum 10% of Work order value) if firm either fails to complete the work within stipulated time or compromised the Quality of work
14	Security Deposit	Rs. 50,000 (Rs. Fifty Thousand only) for each cluster from the Successful bidder
15	Date and time for opening of RFP covers	Dt.:14/07/2014 and Time: 13.00

Only Technical proposal will be opened on the date as mentioned in Data Sheet ; Bidder may send their representative . Date and time of financial bid opening shall be intimated to qualified bidder separately.

## Notice for intending RFP

1. Gujarat Municipal Finance Board is inviting tenders for Empanelment of Chartered Accountants firm to carry out the accounting work of implementation of Accrual Based Double Entry Accounting system in all 159 Municipalities of Gujarat State
2. **Name of Work:** Preparing, maintaining of Accrual Based Double Entry Accounting, Financial Accounts, Reports, Schedules in accordance with the ToR and work order as amended from time to time by GMFB in order to fulfill the Goals, Objectives and Strategies of Project.
3. The work is to be carried out as described in TOR / SOW (Scope of work) in this RFP from F.Y. 2014 -15 to F.Y. 2016 -17. Work shall be awarded to the successful bidder for the one year only and basis on performance work shall be renewed for the second and third year.
4. RFP documents comprising of general conditions, conditions of contract, different Annexure, etc. will be issued to qualified firm on the payment of non refundable tender fee of Rs. 2,000/- (Rupees Two thousand Only) for each cluster by cash or DD in favor of "**Chief Executive officer , Gujarat Municipal Finance Board , Gandhinagar**".
5. The Firm shall be deemed to have full knowledge of the role and responsibilities of the work, where works to be carried out, whether it inspects them physically or not.
6. Firm shall submit his RFP in sealed covers as described below without fail and failing to do so; its tender shall be liable for rejection outright.

### I. Envelope-1 : RFP (Technical) document

1. RFP document
2. Earnest Money Deposit envelope
3. Experience Certificate
4. Document Fee receipt.

**RFP (Technical) document only** shall be kept in the envelope super scribed as "**RFP Bid**". The firm shall invariably write his name, address, name of work, cluster no., tender details on this envelope and seal it properly. Please note carefully that the Financial Bid shall not be kept in this envelope. Please also note that EMD (Earnest Money Deposit) shall be placed in a separate envelope. This shall also be sealed and super scribed as "Earnest Money Deposit" (All the certificate and necessary attachments should be attached with main documents. Any documents send separately to GMFB will not be considered as a part of tender documents). Two copies of the technical bid are required to be submitted - 1 original document and one copy. Both to be given along with the RFP.

## **II. Envelope – 2: Financial Bid**

The financial bid documents issued as a part of the RFP documents shall be kept in this envelope only and shall be properly sealed and super scribed with the name and address of firm, name of the work and Tender details .

## **III. Envelope-3**

The above mentioned Envelope - 1 and Envelope - 2 shall be kept in this envelope of bigger Size and shall be properly sealed and super scribed with the name of Firm, its address, name of the work and Tender details.

### **7. The Envelops shall be opened by following procedure opening of the Tenders:**

- a. First the Envelope – 3 shall be opened by the competent officer. He shall then open the RFP document
- b. Envelope for the Scrutiny of the RFP Documents. The RFP Document shall be thoroughly scrutinized by the authority. The data and information furnished by the Firm shall be evaluated on the basis of technical capability, financial capacity, assets and work experiences etc.
- c. In the case, if the RFP document of any Firm/s falls short of any Document, his/their tender shall be considered as rejected out.
- d. Financial Bid document of only those agencies shall be opened who score minimum marks as per the qualification criteria.
- e. After opening RFP document and Financial Offer the department shall process RFP document to rightly competent authority for the final decision

### **8. The following details are required in RFP document:**

- a. The RFP Document Envelop shall be accompanied by Earnest Money Deposit of DD of Rs 15,000/- (Rupees fifteen Thousands only). The Firm will pay Earnest Money Deposit in the form of Demand Draft issued in favor of "Chief Executive officer, Gujarat Municipal Finance Board, Gandhinagar ". Earnest money in any other form other than specified above shall not be accepted.
- b. List of the Performa as copies of concerned prior experience (if any).
- c. Declaration regarding the work on hand if any with the Firm shall also be given in prescribed Performa as per Annexure. Attested copies of work orders, interim certificates if any shall also be attached as supporting documents.
- d. Firm shall show its financial capability with required documents. The details of which shall be



declared on the Annexure. The Firm failing to submit/furnish these details may be out-rightly disqualified and no dispute thereof shall be entertained at any time. Any telephonic call or personal meeting will not be entertained at GMFB level other than the concern nominated authority.

9. Submission of a RFP document by an Firm shall mean that he has read this notice and RFP documents and has made himself/herself aware of the scope of work and terms and conditions of the work to be done, material to be supplied etc. that may be required by firm in carrying out the work, local conditions, laws and bylaws of the Government, GMFB and other factors bearing influence on the execution of the service so proposed.
10. RFP document along with financial bid shall be received by Registered Post A.D. or by Speed Post through Postal Authority only reachable to The Chief Executive officer , Gujarat Municipal Finance Board , Board Nigam Vistar , Sector 10 /A, Gandhinagar – 382010 on or before 11/07/2014 up to 16.00 hrs.
11. The same will be opened on 14/07/2014 at 13.00 hours (if possible) in the presence of the Firm(s), who shall remain present in the conference hall, Gujarat Municipal Finance Board (Government of Gujarat Undertaking) GMFB Building, Board Nigam Area, Sector - 10 / A, Gandhinagar. Late documents (i.e. RFP received after the specified time of opening), delayed RFP document (i.e. document received before the time of opening but after due date and the time of receipt of RFP document) shall not be considered at all.
12. RFP received by **Registered Post A. D. / Speed Post only** after the time and the date specified in the RFP notice shall not be accepted/ received by the GMFB. Such RFP documents if received will not be opened and will stand rejected.
13. RFP offer shall be standing rejected if:
  - a. Firm proposes any alternation in the work specified or any conditions or corrections made in the ToR.
  - b. Any eraser is made in the RFP unauthenticated or any page or a page is/are removed or replaced.
  - c. Firm shall submit the RFP which does not satisfy each and every condition laid down in the notice and RFP documents, failing which the RFP will be liable for rejection.
  - d. Firm's RFP containing conditions shall be liable for rejection out rightly without assigning any reason for the same.
  - e. Stipulates the validity period less than what is stated in the form or tender.
  - f. Stipulates its own conditions.

- g. Does not fill in and sign the RFP form as well as annexure, specifications etc.
  - h. Does not pay the Earnest Money Deposit by Demand Draft/Pay order with RFP document (In separate envelope of envelope - I).
  - i. Does not submit the tender before the stipulated time and specified date in the Office of The Chief Executive officer , Gujarat Municipal Finance Board , Board Nigam Vistar , Sector 10 /A, Gandhinagar – 382010
  - j. Does not attach the required documents.
  - k. All pages of RFP tender documents are not initialed by the Firm.
14. Inviting request for proposal shall be a part of the RFP documents.
  15. The successful Firm(s) shall be required to accept the offer document provided by GMFB after that work order issued for the said.
  16. Committee or designated Authority reserves the right to open or not to open any or all RFP document without assigning any reason thereof.
  17. The Committee may nominate three to four persons team who is technically qualified for rating the RFP.

### **Preliminary Definitions**

1. "**Act**" means The Municipal Act and Bombay Provincial Municipal Corporation Act, 1947.
2. "**Accounting Code**" means Gujarat Municipal Account Code as time by time in force
3. "**AB-DEAS**" means Accrual Based Double Entry Accounting System
4. "**Applicable Laws**" means all laws, promulgated or brought into force and effect by the Government of Gujarat or the Government of India including rules and regulations made there under, and judgments, decrees, injunctions, writs and orders of any court of record, as may be in force and effect during the subsistence of this Agreement.
5. "**Arbitration Act**" means the Arbitration and Conciliation Act, 1996 and shall include modifications to or any re-enactment thereof as in force from time to time.
6. "**Accounting Year**" means the financial year commencing from 1st April of any calendar year and ending on 31st March of the next calendar year.
7. "**Agreement**" means this Agreement, Schedules, condition, documents and any amendments thereto made In accordance with provisions contained in this Agreement.
8. "**Breach**" means a breach by either Party of any of its obligations in this Agreement which shall be deemed to have adverse effect to the proposed service.
9. "**C & A G**" means Comptroller and Auditor of General of India
10. "**Contract**" means Schedules, condition, documents and any amendments thereto made In accordance with provisions contained in RFP, ToR, Letter of acceptance, work order etc.
11. "**Chartered Accountants**" means Chartered Accountant registered with the ICAI.
12. "**Data**" shall mean the information in relation to the Municipal Corporation/Municipalities/GMFB or of other organization as decided by GMFB and made available to the Firm for the project.
13. "**DoM**" means Directorate of Municipalities
14. "**ICAI**" means Institute of Chartered Accountants of India

15. **"IHSDP"** means Integrated Housing and Slum Development Program
16. **"JnNURM"** means Jawaharlal Nehru National Urban Renewal Mission
17. **"GoG"** means Government of Gujarat.
18. **"GOI"** means Government of India.
19. **"GIDB"** means Gujarat Infrastructure Development Board
20. **"GMFB"** means Gujarat Municipal Finance Board
21. **"GUDC"** means Gujarat Urban Development Company
22. **"GUDM"** means Gujarat Urban Development Mission, Government undertaking body.
23. **"GSY"** means Garib Samrudhhi Yojna by Govt of Gujarat
24. **"MoUD"** means Ministry of Urban Development, Govt. of India.
25. **"MoHUPA"** Ministry of Housing and Urban Poverty Alleviation.
26. **"Municipality"** means **municipality constituted under the Municipal Act.**
27. **"NA"** Not Applicable
28. **"Report"** means Reports or Statement in the format as prescribed by GMFB
29. **"PMTU"** Project Management And Training Unit appointed by GMFB
30. **"RFP"** Request For Proposal
31. **"Team Leader"** means Principal Chartered Accountant of the Firm.
32. **"Termination"** means termination of the Contract or work order.
33. **"UD & UHD"** means Urban Development & Urban Housing Department of Government of Gujarat.
34. **"Firm"** means Chartered Accountant Firm/Firms.

## **Qualification Criteria and Evaluation**

Firm's eligibility for pre-qualified agencies will be evaluated based on the following parameters and marking pattern.

### **1) Financial Criteria and 2) Technical Criteria**

#### **Financial Criteria**

1. The annual turnover of last three financial years i.e. 2010-11, 2011-12 and 2012-13 years should not be less than Rs. 15 Lakhs in each Financial Year
2. The Net cash Accruals (PAT+ Depreciation+ Non Cash Accruals) of the firm should be at least 5 lakh during last 2 consecutive years.

#### **Technical Criteria**

3. The bidder must be registered with The Institute of Chartered Accountants of India (ICAI) and having certificate of practice to work as Chartered Accountant.
4. The firm must be having minimum 2 Fellow Chartered Accountants having certificate of practice from ICAI. Out of which 1 FCA must have an experience of minimum 5 years with the same firm.
5. The Team leader must have at least 5 Years of Experience as practicing as Chartered Accountant and having knowledge of regional language Gujarati.
6. Should have experience of accrual base double entry accounting system at least one assignment in last 5 years will be given preference (During the period from 1.4.2009 up to date of submission of bid). (Attach copy of work order/completion certificate)
7. The Firm should have the qualified staff to work on Tally Software/ Any web based accounting software for Accounting. Firm have to submit the details of staff with this qualification and certificates thereof.
8. The Firm must have Head office in Gujarat.
9. Request for Proposal (RFP) Evaluation procedures shall consist of marking system. Marks shall be allotted on the following basis:

<b>Sr. No.</b>	<b>Item</b>	<b>Maximum Marks</b>
1	Firm's specific experience related to Accrual Based Double Entry Accounting System i.e. ABDEAS or the similar nature of work with Municipalities of Gujarat State	25
2	Firm's Experience related to the Accounting Works and no. of project / work carried out with Government organization / undertaking	15
	Experience Related to Municipalities – 15 Marks	
	Experience related to other Government accounting – 10 Marks	
3	Qualification and experience of the Key staff proposed for the assignment	10
4	Work Plan , Approach & Methodology	25
5	Financial Capacity of the Bidder	20
6	Years of Registration of Team Leader of the Firm	05
<b>Total</b>		<b>100</b>

**The minimum thresh-hold score will be 70 Marks**

## **General Terms and Conditions**

1. The bidder/firm can be proprietary or partnership firm. Partnership firm will be given weight age.
2. Following the issue of the letter of acceptance, the successful firm shall be awarded the work order by GMFB.
3. Committee or Designated Officer reserves the right to accept one or to reject all RFP without assigning any reason thereof and which shall be binding to the firm(s). No dispute whatsoever in this regard shall be entertained.
4. Any firm or individual declared ineligible by the Government of India, GoG or any other subsidiary department of GoG , shall be ineligible to provide consulting services under the project
5. Any firm or individual declared ineligible due to Non Performance, Getting Notice for Non Completion of Work or black listed by the Government of India or GoG or any other subsidiary department of GoG shall be ineligible under this project.
6. No bidder shall be awarded more than 2 clusters.
7. Dispute if any shall be discussed and mutually settled and in case of disagreement the same shall be referred to the Committee or Designated Officer. After referring to the Committee or Designated Officer if the said dispute is not solved, the same shall be referred to the court subject to Gandhinagar Jurisdiction only.
8. Firm shall indemnify GMFB, GoG and Government firm against all actions, suits, claims, demands and proceedings and any loss or damage or cost or expense that may be suffered by them on account of anything done by the firm in connection with the performance of its obligations under this contract.
9. Firm shall have the requisite organizational set up for carry out the work at Municipalities Level.

## **FORCE MAJEURE**

### **Force Majeure:**

1. A Force Majeure event shall mean occurrence of any of the events like acts of God, exceptionally adverse weather conditions, earthquake, cyclone, flood, volcanic eruption or fire or landslide, strikes or boycotts (other than those involving the firm or their respective employees/representative or attributable to any act or omission of any of them) interrupting supplies and services, an act of war, riot, terrorist or military action, industry wide or state wide or India wide strikes or industrial action which prevent carryout work and the work specified in the ToR, which prevent the Parties from performing its obligations under this assignment.
2. Upon the Occurrence of a Force Majeure Event there shall be no Termination. There shall be no Termination payment to be made by either party.
3. If the firm is rendered wholly or partially unable to perform its obligations because of a Force Majeure Event, it shall be excused from performance of such of its obligations to the extent it is unable to perform on account of such Force Majeure Event only and not due to other reasons whatsoever.
4. The firm affected by a Force Majeure Event shall notify to GMFB in writing of the occurrence of the Force Majeure Event as soon as reasonably practicable of its occurrence and the probable material effect that the Force Majeure Event is likely to have on the performance of its obligations under this assignment.

### **Dispute Resolution:**

Disputes if any shall be discussed and mutually settled and in case of disagreement the same shall be referred to committee or concerned officer of GMFB.

## **Miscellaneous**

1. **Execution of the Acceptance Letter:** It shall be the responsibility of the firm to get the letter of acceptance from the GMFB in two sets (One for the firm and other for GMFB). In case of any cluster receives more than one bid; then the work to the bidder would be allotted basis technical marking.
2. **Non Assign ability:** Firm shall not, unless otherwise provided in the ToR, directly or indirectly sell, transfer or assign sublet or otherwise part with the use whole or part of work under this contract to any person or party in any manner whatsoever.
3. **Indemnity:**
  - a. Firm agrees and undertakes to defend, indemnify and hold harmless concerned

municipalities and GMFB, its officers and employees from and against any and all claims, liabilities, actions, demands, judgments, losses, costs, expenses, suits, actions and damages arising by reason of bodily injury, death or damages to property sustained by third parties that are caused by an act of negligence or the willful misconduct of the Firm, or by any of its personnel of whatever status.

- b. Firm also agrees and undertakes to defend, indemnify concerned municipalities and GMFB, from and against any and all claims, liabilities, actions, demands, judgments, suits and damages arising by reason of the facility and its maintenance and its use for advertisement under the assignment.
  - c. Concerned municipalities and GMFB, agrees to defend, indemnify the Firm from and against any and all claims, liabilities, actions, demands, judgments, suits and damages arising by reason of the ownership of the land proposed to be licensed under the assignment.
4. The Firm shall not, unless otherwise provided in the ToR, directly or indirectly sell, transfer or assign, sublet or otherwise part with the use whole or part of sites and facilities under this contract to any person or party in any manner whatsoever.
5. **Waiver:** The failure of either party to insist upon a strict performance of any of the terms or provisions of this contract or to exercise any option, right or remedy herein contained, shall not in future be construed as waiver or a relinquishment of such terms, provisions, option, right or remedy but the same shall continue and remain in full force and effect. No waiver by either party of any term or provision hereof shall be deemed to have been made unless expressed in writing and signed by such party.
6. **Modification of Contract:** Any modification/alteration to the terms and conditions of the contract shall be made by mutual consent in writing to be effective and binding. In the event that any clause/s mentioned in the contract is held to be void or not valid or not enforceable the said clause/s shall be deemed not to have been a part of the contract and the existence of such clause/s shall not invalidate or nullify the contract and it shall continue to be in force uninterrupted and be binding on the parties hereto.
7. **Termination of Work:** GMFB have reserve the right to cancel the tender without any notice at any point of time.
8. **Penalty:** If firm fails to complete the assigned work within stipulated time limit or Compromise the quality of work, the firm shall be liable to pay Rs. 500 per day (maximum 10 % of the work order value.)



## Appendix - A

### List of Clusters of Municipalities - Gujarat State

Cluster No:	Name of Districts	Name of Municipalities				Sub Total	Total
		A	B	C	D		
1	Ahmedabad	—	Viramgam Dholka	Dhandhuka Bavla Sanand	Bareja	6	10
	Gandhinagar	Kalol	—	Dahegam Mansa	Pethapur	4	
2	Anand	Anand	Khambhat Petlad Borsad	Umreth Karamsad V.V. Nagar	Anklav Boriyavi Ode Sojitra	11	11
3	Kheda (Nadiad)	Nadiad	—	Kapadvanj Mahemdavad Chaklasi	Dakor Kheda Mahudha Kathlal Kanjari Thasra	10	10
4	Banaskantha	Palanpur	Deesa	—	Dhanera Tharad Bhabhar Thara	6	11
	Patan	Patan	Siddhpur	Radhanpur	Chanasma Harij	5	
5	Vadodara	—	Dabhoi	Padra Karjan	Savali	4	10
	Chotaudepur				Chotaudepur	1	
	Bharuch	Bharuch	Ankleshwar	Jambusar	Aamod	4	
	Narmada	—	—	Rajpipda	—	1	
6	Panchmahal	Godhra	—	Halol	Kaalol Shahera	4	10
	Dahod	—	Dahod	Zalod	Devgadh- Barida	3	
	Mahisagar			Balasinor Lunawada	Santrampur	3	
7	Surat	—	Bardoli	—	Tarsadi Kanakpur-Kansad Mandvi	4	10
	Tapi	—	—	Vyara	Songadh	2	
	Navsari	Navsari	Bilimora Vijalpor	—	Gandevi	4	
8	Sabarkantha	—	Himmatnagar	Idar Khedbrahma	Prantij Talod Vadali	6	8
	Arvalli		Modasa		Bayad	2	
9	Mahesana	Mehsana	Unjha Visnagar Kadi	Vadnagar	Vijapur Kheralu	7	7

Cluster No:	Name of Districts	Name of Municipalities				Sub Total	Total
		A	B	C	D		
10	Valsad	Valsad Vapi	—	Pardi	Dharampur Umargam	5	5
11	Amreli	—	Savarkundla Amreli	Bagasara Rajula Jafrabad	Chalala Lathi Damnagar Babra	9	9
12	Bhavnagar		Mahuva Palitana	Sihor Gariyadhar Talaja	Vallabhipur	6	9
	Botad	Botad		Gadhada	Barvala	3	
13	Jamnagar	—			Dhrol Jamjodhpur Kalawad Sikka	4	10
	Devbhumi Dwarka		Okha	Jam- Khambhaliya Dwarka Salaya	Bhanvad Jam Raval	6	
14	Rajkot	Jetpur- Navagadh	Dhoraji Gondal Upleta	Jasdan	Bhayavadar	6	10
	Morbi	Morbi		Vankaner	Malia-Miyana Halvad	4	
15	Surendranagar	Surendranaga r	Dhrangadhra Wadhwan	Limbd Thangadh	Patadi Chotila	7	7
16	Porbandar	Porbandar	—	Ranavav Chhaya	Kutiyana	4	9
	Gir Somnath	Veraval-Patan	Una	Kodinar	Sutrapada Talala	5	
17	Kachchh	Gandhidham	Anjar Bhuj	Bhachau Mandvi	Rapar	6	6
18	Junagadh		Keshod Mangrod	Manavadar	Bantva Chorwad Vanthli Visavadar	7	7
<b>TOTAL</b>		<b>18</b>	<b>33</b>	<b>45</b>	<b>63</b>	<b>159</b>	<b>159</b>

## Appendix - B

### Time Frame of Work

Particulars	Executing Firm	Time Frame
Submission of Half yearly financial statement (i.e Balance Sheet , Income & expenditure , Cash flow statement etc.) and other Prescribe Reports framed by GMFB time to time ( Soft Copy and Hard Copy)	CA Firm	31 <sup>st</sup> October of the year
Submission of Final Statement as on 31 <sup>st</sup> March (i.e Balance Sheet , Income & expenditure , Cash flow statement etc.), 1 to 7 Patrak and other Prescribe Reports framed by GMFB time to time ( Soft Copy and Hard Copy)	CA Firm	30 <sup>th</sup> June after the completion of Financial year

**Note:-**

In addition the firm has to submit progress Report on a monthly basis or as and when asked by the PMTU/ GMFB and Trial Balance Sheet as and when required by the PMTU/GMFB.

**Appendix – C**

**Gujarat Municipal Accounting Reform Project**

**Technical Assistance for Financial Year 2014 to 2015**

**Scope of Work (SoW) and Terms of Reference (ToR)**

**1. Background**

Government of Gujarat as part of its intention to strengthen its financial capacities, accounting systems and management information systems of urban local government, decided to introduce computerized, double entry, accrual-based accounting systems in all municipalities in Gujarat. This project is on-going for the 159 municipalities. Presently, the national uniform accounting code to give guidance for the said project has been evolved by C & AG.

The initiative has been taken by Urban Development and Urban Housing Department, GoG, Gandhinagar and Gujarat Municipal Finance Board as nodal agency for the project. GMFB has established a separate cell, Project Management and Training Unit (PMTU) to implement statewide programme for the purpose and as a single window operation.

The Gujarat Municipal Accounting Reform Project (GMARP) began in November 2005 and annual account work-up to F.Y. 2006-07 to F.Y 12-13 is already completed for all the Municipalities and work of F.Y. 2013-14 is under process.

**2. Scope of Work:**

- a. CA Firms have to provide full time data entry operator at each allotted municipality, who has operative knowledge of Tally and other web base accounting software.
- b. To submit hard copy and soft copy of half yearly financial statements and Annual Final Balance Sheet for Financial year 2014-15 with signature of Team Leader , President, Chief Officer and Accountant of the municipality.
- c. CA Firms have to maintain accounts as per accounting policies and practices as per Accounting Standard (AS) issued by ICAI and other guideline issued by GMFB. However, the requirement if any as per accounting code should be taken care and must be incorporated in the accounts.
- d. To prepare and submit hardcopy of Activity/Service wise half yearly and yearly Statement of Income and Expenditure for all the Municipal Activities/Services as identified and uniformly coded under GMARP. (Activities/Services holding Budget Code 0 to 9 including sub activities under each of these parent activities/services.)
- e. To obtain status certificate of bank reconciliation from the municipality and submit it along with annual B/S.
- f. Also CA Firm is also responsible for reconciliation of grant received by municipality with its balances of it with bank of investment.

- g. To provide a support to municipalities for preparation of budget in prescribed format also advise municipality for maintaining the registers and other data which is required for preparation for account or annual accounts.
- h. To prepare and submit Annual Financial Ratio Analysis Report (FRAR) in prescribed format along with hardcopy of annual Balance Sheet on basis of data accessible from Balance Sheet. (Appendix – E)
- i. If CA Firms have found any irregularities, misappropriation, mal or wrong practice during accounting it has to report the same to GMFB without failure within period of 7 days.
- j. To submit single click PDF copy of annual B/S.
- k. To submit single CD/DVD containing annual B/S, Tally Data Folder or other data of all the municipalities allotted to concern Project CA Firm at the completion of this yearly assignment.
- l. Lead Manager of the Project CA Firm to attend all the meetings/workshops relating to this assignment without fail during assignment period.
- m. To follow instructions/directions/guidelines issued by PMTU/GMFB from time to time regarding this assignment.
- n. Any contact /response to PMTU/GMFB must be made through Lead Manager only and that to within office hours. Any communication/response by any other person from Project CA Firm other than Lead Manager is strictly prohibited and will not be entertained/counted at all.
- o. Not to change Lead Manager till completion of this assignment without prior approval of PMTU/GMFB. In case of change of Lead Manager, GMFB will have the sole right to take decision regarding continuance or otherwise of this assignment with concerned Project CA Firm.
- p. To submit Progress Report on monthly basis & Trial Balance Sheet as and when required.
- q. To submit required data by GMFB in specified format as and when required.
- r. Regular up-dation of fixed assets of Municipality on half yearly and yearly basis.
- s. Update New Chart of Account in Software / Tally master data in municipality and strictly follow new chart of account for F.Y. 2014-15.
- t. The Chartered Accountant of the firm has to visit the allotted A – Class and B –Class of municipalities once in a week and in case of C – Class and D – Class of allotted municipalities once in a fortnight period for inspection and smooth functioning of the project. The day of visit may be fixed in consultation with the Chief Officer of concern municipality. During such visit the Chartered Accountant shall hold a meeting with Chief Officer of concern municipality at least once in a quarter to brief and advice him about the functioning of accounting project and scope of improvement.
- u. No new code will be allowed to open under any head of chart of account in tally without prior permission of PMTU.

The appointed CA Firms shall have the responsibility of the completion/fulfillment of various stages/conditions of the assignment. Failure to do so will invite financial penalty and termination of work.

- 3. Tenure of work:** The work shall be started within 15 days from date of work order. An appointment shall stand for F.Y. 2014-15. However the appointment for 2015 –16 and 2016 – 17 shall be subject to satisfactory performance of the selected firm for the year 2014 –15. In case of Non performances as determined by the PMTU/GMFB; GMFB have right to recall the municipality of the respective cluster and allot to the other CA firm without any notice.
- 4.** Committee or Designated Authority in this behalf reserves exclusive rights to modify / increase scope of the selected firm and will be informed accordingly to the selected firm.
- 5. Notification to Firm commitment to fair and transparent process:** Firm whose RFP have been accepted shall be notified of the award by the GMFB prior to the expiry of the period of validity of the RFP, by registered letter or by fax. This letter (hereinafter called the "Letter of Acceptance") The Firm shall acknowledge in writing, the receipt of the Letter of Acceptance and shall send its acceptance to GMFB within five (5) days from the receipt of the Letter of Acceptance.
- 6. Signing of Acceptance Letter:** Pursuant to the Firm acknowledging the Letter of Acceptance within 7 days from the date of acknowledgement of the Letter of Acceptance; the GMFB would issue the work order. Committee or Designated Authority in this behalf shall have the right and authority to negotiate certain terms with the successful Firm before signing of the acceptance letter . The signing of the acceptance letter shall amount to award of the work and the Firm shall initiate the execution of the work as specified in the ToR.
- 7. Expenses for the work:** All incidental expenses of the execution of the work shall be borne solely by the successful Firm and such amount shall not be reimbursed to the successful Firm by the concerned municipalities/GMFB.
- 8. Failure to abide by the work:** The conditions stipulated in the work shall be strictly adhered to and violation of any of these conditions shall entail immediate termination of the work without prejudice to by GMFB with such penalties as specified in the RFP Document and the letter of acceptance.
- 9. Security Deposit:** In case of successful bidder security deposit of Rs. 50,000 (Fifty thousand only) will be taken separately for each cluster. Security deposit will be repaid without interest after the completion of the project. While in case of Termination of Contract Security deposit will be forfeited.

## 10. Termination of Contract:

- a. **Termination for Default:** GMFB may, without prejudice, to any other remedy for breach of appointment, by prior written notice of default sent to the Firm, terminate the work in whole without assigning any reason if
  - i. The qualified Firm fails to deliver any or all of the obligations within the time period(s) specified in the acceptance letter, or any extension thereof granted by Committee or Authority Designated in this behalf.
  - ii. The qualified Firm fails to perform any other obligation (s) mentioned in letter of acceptance.
  - iii. If the Firm is in material breach of the representations and warranties contained in this acceptance letter.
- b. **Termination for Insolvency, Dissolution etc:** GMFB may at any time terminate the appointment in case of dissolution of firm or winding up of company, provided that such termination will not prejudice or affect any right of action or remedy which has accrued thereafter to GMFB.
- c. **Termination for Convenience:** GMFB reserves the right to terminate the contract by prior written notice, the whole or part of the appointment base on the performance. The notice of termination shall specify that termination for which performance of work under the contract is terminated and the date on which such termination becomes effective. Upon termination of this contract, GMFB shall have the right to appoint any third party. The Security Deposit given to the GMFB by the Firm shall be confiscated.

## 11. Support to be provided by Municipalities

- a) A municipality will designate proper person to prepare or arrange to prepare and provide all the required necessary details / documents / records / statements / information / explanations etc. to Project CA Firm.
- b) The hardware support (latest configuration or minimum Exclusive Core 2 Duo or later Computer system with 2GB RAM, 250 GB HDD,CD/DVD Writer, Laser Printer along with A4 size stationery, Internet Connection, UPS and proper place with furniture and appropriate staff) shall be provided by each municipality.

## Appendix – D

### A. Professional Fees

The work is required to be carried out for 4 class (Class – A, B, C, & D) of municipalities. However, the lowest approved rate for A – Class Municipality shall be considered as professional fees for A – Class Municipality which is applicable to all qualified bidders. The professional fees for remaining class of municipality (Class –B, C, & D) shall be as under:

Sr. No.	Class of Municipality	Consultancy Fees
1	B- Class	90% of rate decided for “A” – Class Municipality
2	C – Class	80% of rate decided for “A” – Class Municipality
3	D - Class	70% of rate decided for “A” – Class Municipality

In the case of satisfactory performance of the bidder and the work is renewed for the 2<sup>nd</sup> year i.e. F.Y. 2015 – 2016; the professional fees would be increased by 5%. If the work is renewed for the 3<sup>rd</sup> year i.e. F.Y. 2016-2017 the professional fees would be increased by 5% from the last year i.e. F.Y. 2015-2016.

Additionally, you will be paid service tax at prevailing rates over and above consultancy fees. Tax Deducted at Source (TDS) as per Income Tax Act will apply. No any other expenditure will be paid to the firm for the execution of work by GMFB.

### B. Payment Terms

1. Contract Amount: An all inclusive cost of the services payable in Local currency is set as described below:
  - i. Currency of payment : All payments of professional fees shall be made in Indian rupees
  - ii. Security Deposit : The amount of Rs. 50,000 (Fifty thousand only) for each cluster.
2. Mode of Billing and Payments of professional fees: Payments of professional fees will be made by the GMFB as per following. No mobilization advance or advance on establishment will be admissible.
3. The payment of professional fees shall be inclusive of all works to be carried out as per scope of work and other details prescribed in ToR.
4. The payment of professional fees shall be made as per the following stages and after submission of bill by the firm.



5. The payment of professional fees shall be done in stages as under.

Sr. No.	Stages	% amount to be released
1	After submission Hard copy and Soft copy of Half yearly Accounts along with the reports of on the key indicators regarding financial performance and other report prescribe by GMFB time to time	40 %
4	On receipt of Final Balance sheet and all prescribed Reports including 1 to 7 Patrak prescribe by GMFB	60 %

**Note:** All payments are subject to regularity of submission of monthly reports and to the satisfaction of PMTU. The months mentioned above are inviolate. No reminders will be given. Any delay will invite automatic disciplinary action by PMTU unilaterally and without prior notice.

6. No intermediate payment of professional fees shall be made.
7. The Firm shall submit the invoices in duplicate to the client on firms printed bill forms indicating the work done by its during the period for which payment of professional fees is sought.
8. The stage wise payment of professional fees shall be released after verification/ certification of stage wise completion of work by officer in charge of PMTU.
9. If the progress is not satisfactory and according to the agreed work program/schedule the payment may be withheld until such times the Firm should be recovered the shortfall.
10. If there is any correction, addition, modification asked by GMFB the Firm shall there upon promptly make any necessary corrections and upon completion of such correction, the foregoing process shall be repeated.
11. **Suspension of payments of professional fees :** Any point of time during the term of the Contract PMTU / GMFB authority may issue a written notice for suspension and withhold all payments to the qualified Firm(S) under the Contract, if the qualified Firm(S) fails to perform any of its obligations under this Contract. Prior to the suspension of the payments, the PMTU/GMFB shall make the request to the qualified Firm(S) to remedy such failure within a period of 10 days from the date of issue of such notice of suspension. The notice of suspension shall specify the nature of the failure. In the event the Firm(S) does not rectify the failure within the specified time prescribed, the PMTU/GMFB shall have the right to terminate the Contract.

12. In case of any disputes, the decision of Committee or Designated Authority in this behalf shall be final and binding to firm carrying out the work.

13. All legal matters shall be referred to the court of law subject to Gandhinagar Jurisdiction only.

**For and on behalf of  
GMFB**

**For and on behalf of the  
CA FIRM**

**Chief Executive Officer**

**Proprietor / Partner  
(Team Leader)**

**Date:**

**Date:**

**Place:**

**Place:**

## Appendix – E

### Financial Ratio Analysis

#### 1. Percentage of Profit / Loss

- Total Surplus / Deficit = (Total Income – Expenditure) / Total Income \* 100

#### 2. Percentage of Total Income from Various Sources of Municipal Revenue

- Municipal Own Source Revenue Income (Tax + Non Tax + Miscellaneous) / Total Income \* 100
- Municipal Own Source Capital Income (Sale of Land, One time income, Premium) / Total Income \* 100
- Municipal Revenue Grant Income / Total Income \* 100
- Municipal Capital Grant Income / Total Income \* 100
- New Loan and borrowings / Total Income \* 100
- Fiduciary income (Deposit Received, Funds received and held on behalf of others) / Total Income \* 100

#### 3. Percentage share of Various types of Municipal expenditures in total expenditure

- Salary / Total Expenditure \* 100
- O & M / Total Expenditure \* 100
- Interest & Finance Charges / Total Expenditure \* 100
- Capital Expenditure (Exclusive of loan repayment) / Total Expenditure \* 100
- Loan Repayment / Total Expenditure \* 100
- Fiduciary Expenditure (Deposit Refund or funds returned back which were held on behalf of others) / Total Expenditure \* 100

#### 4. Percentage of Municipal Expenditure by function wise

- Expenditure on General Administration (Revenue) / Total Municipal Expenditure (Revenue) \*100
- Expenditure on Planning & Regulation (Revenue) / Total Municipal Expenditure (Revenue) \*100
- Expenditure on Water Supply & Sewerage Services (Revenue) / Total Municipal Expenditure (Revenue) \*100
- Expenditure on Public Health (Revenue) / Total Municipal Expenditure (Revenue) \*100

- Expenditure on Sanitation & Solid Waste Management (Revenue) / Total Municipal Expenditure (Revenue) \*100
- Expenditure on Public Work & Civic Amenities (Revenue) / Total Municipal Expenditure (Revenue) \*100
- Expenditure on Urban Forestry & Recreational Infrastructure (Revenue) / Total Municipal Expenditure (Revenue) \*100
- Expenditure on Urban Poverty & Recreational Infrastructure (Revenue) / Total Municipal Expenditure (Revenue) \*100
- Expenditure on Public Education (Revenue) / Total Municipal Expenditure (Revenue) \*100
- Expenditure on Other Function & Support Service (Revenue) / Total Municipal Expenditure (Revenue) \*100

#### **5. Percentage of Revenue Deficit Ratio**

- Revenue Deficit Ratio = Revenue Expenditure / Revenue Income

6. Current Ratio = Current Assets / Current Liabilities

7. Liquid Assets Ratio = Net Working Capital (Current Assets – Current Liabilities) to Total Expenditure

**ANNEXURE - 1**

(On the Letterhead of the Firm with full postal address, telephone nos. or fax, e-mail address etc of Team leader)

**Anti-Collusion Certificate**

We certify that, this bid is made in good faith and that we have not fixed or adjusted the Bid by or under or in accordance with any agreement or arrangement with any other person.

We also certify that we have not, and we undertake that we will not, before the award of any contract for work the following:-

1. Communicate to any person any commercial communication (outside this consortium, its professional and financial advisers, proposed financing banks and their professional and financial advisers) other than the GMFB.
2. Enter into any contract/agreement or arrangement with any other person (outside this consortium) that they shall restrain from Bidding, that they shall withdraw and Bid once offered or vary the amount of any bid to be submitted.
3. Pay, give or offer to pay or give any sum of money or other valuable consideration directly or indirectly to any person (outside this consortium) for doing or having done or causing or having caused to be done in relation to any other Bid or proposed Bid or the work, any act or thing of the sort described at (i) (a) or (b) above.

Date:

Day of \_\_\_\_\_ 2014.

\_\_\_\_\_  
Name of the Firm

\_\_\_\_\_  
Signature of the Proprietor / Partner

\_\_\_\_\_  
Date of Receipt of tender documents

\_\_\_\_\_  
Signature of the Proprietor / Partner

**ANNEXURE-2**  
**Format for Covering Letter**

(On the Letterhead of the Firm with full postal address, telephone nos. or fax, e-mail address etc of Team leader)

Dated: \_\_\_\_\_

To,  
The Chief Executive Officer ,  
Gujarat Municipal Finance Board,  
Board Nigam Vistar , Sector 10/A,  
Gandhinagar - 382010

Sub: **RFP Cluster No:** \_\_\_\_\_

Dear Sir,

We refer to your advertisement dated \_\_\_\_\_ for inviting empanelment of Chartered Accountants.

Having fully studied and understood the tender document and its accompaniments and the details therein, I / We \_\_\_\_\_ here by submit the application for qualification for the above project.

We hereby confirm that:

1. All information provided in the Qualification Statement and in the attachments is true and correct
2. This statement is made for the explicit purpose of qualifying as Chartered Accountants for Implementation of Accrual Based Double Entry Accounting System in 159 Municipalities of Gujarat as per GMFB guidelines.

We shall make available to the GMFB or their authorized agencies and additional information they may find necessary to verify the Qualification Statement. GMFB or its authorized representatives are hereby authorized to conduct or to make any inquiries or investigations to verify the statements, document and information submitted with this application and/or in connection therewith and to seek clarification from our bankers, financial institutions and clients regarding the same. This letter shall also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information and particulars or clarification as may be deemed necessary or appropriate by GMFB to verify the statements and information furnished in this application together with all annexure , appendix or with regard to the resources and experience of the Firm.

For any information, GMFB or its authorized representative may contact the following persons:

	Professional Enquiries		Financial Enquiries	
	Contact 1	Contact 2	Contact 1	Contact 2
Name				
Address				
Telephone				
Fax				
E-mail				
Address				

We understand that the final bids by Firm(s) will be subject to verification of any and all information submitted in the tender.

We also understand that GMFB reserve the right to amend, alter or vary the scope and terms of the bid.

We understand that GMFB shall not in any manner be liable for its actions described in item 7 and 8 of appendix C and shall be under no obligation to inform the Firm of the grounds and / or reasons for the same.

We hereby irrevocably waive any right at any stage at law or howsoever otherwise arising to challenge, question or delay in any decision taken by GMFB in selection process.

Yours sincerely,

Signature (authorized signatory)  
(Proprietor / Partner)

For and on behalf of \_\_\_\_\_

**ANNEXURE-3**  
**FORMAT FOR LETTER OF AUTHORISATION**

(On the Letterhead of the Firm with full postal address, telephone nos. or fax, e-mail address etc of Team leader)

To,  
The Chief Executive Officer ,  
Gujarat Municipal Finance Board,  
Board Nigam Vistar , Sector 10/A,  
Gandhinagar – 382010

Shri \_\_\_\_\_ domiciled at \_\_\_\_\_  
(Address), acting as \_\_\_\_\_ (Designation and name of the firm), and whose signature is attested below, is hereby authorized on behalf of to negotiate and settle terms and conditions, finalize, approve, sign and execute proposal, Documents, Endorsements, Writings etc. as may be required by GMFB for the work of appointment of Chartered Accountants for Implementation of Accrual Based Double Entry Accounting System in 159 Municipalities of Gujarat.

(Attested Signature of Shri \_\_\_\_\_)

\_\_\_\_\_  
Name of the Designated Person

\_\_\_\_\_  
Signature of the Authorized Person

\_\_\_\_\_  
Name of the Firm with Name of team Leader



**ANNEXURE-4**  
**Format for Affidavit**

(On the Letterhead of the Firm with full postal address, telephone nos. or fax, e-mail address etc of Team leader)

To,

The Chief Executive Officer ,  
Gujarat Municipal Finance Board,  
Board Nigam Vistar , Sector 10/A,  
Gandhinagar – 382010

I/We \_\_\_\_\_ (Name and Designation) of \_\_\_\_\_  
\_\_\_\_\_ (Name of firm ) do solemnly affirm and certify  
that all the statements made in the annexure hereto are true and correct.

I, hereby undertake to provide/furnish any other information/ particulars as may be required by GMFB.

I, the undersigned, further agree and undertake to arrange and / or assist GMFB and / or its authorized representative in all respects, whatsoever, in conducting any enquiry or investigations for verification/authentication of the statements, documents submitted by us in connection with this application and to seek clarification from our bankers and clients regarding and financial, technical and managerial aspect(s).

I, further agree and undertake to authorize and individual or authorized representative of any institution referred to in the supporting information, to provide such information as may be deemed necessary and requested by you to verify the statement and information furnished in this application together with all appendix, Annexure or with regard to the resources, experience and competent of the firm herein.

\_\_\_\_\_  
Signature (Authorized Signatory)

## **ANNEXURE-5**

### **Registration, Professional Experience & Financial Capacity**

(On the Letterhead of the Firm with full postal address, telephone nos. or fax, e-mail address etc of Team leader)

**(A) Year of Registration of Team Leader with ICAI :-**

(Copy of Registration Certificate may be attached)

**(B) Professional Experience :-**

(I) Agencies Specific Experience related to Assignment (Accrual Based Double Entry Accounting System in Municipalities of Gujarat)

Sr. No	Accrual Based Double Entry Accounting System in Municipalities of Gujarat					Authority for whom carried out
	Name of Municipalities were work done	Financial Year	Cost involved (Rs. Lakhs)	Date of Commencement of the work	Date of Completion of the work	
1.						
2.						
3.						
4.						
5.						

(Supportive document required to be attached with page no.)

(II) Firm's Experience related to Accounting works and no. of project / work carried out with Government Organization / under taking

Sr. No	Name of Project / work	Financial Year	Cost involved (Rs. Lakhs)	Date of Commencement of the work	Date of Completion of the work	Authority for whom carried out
1.						
2.						
3.						
4.						
5.						

(Supportive document required to be attached with page no.)

(C) Financial Capacity of the Firm (Audited Annual Account Report for last 3 Years of F.Y. 2010-11, 2011-12, 2012-13 may be attached)

**ANNEXURE-6**  
**FORMAT FOR UNDERTAKING**

(On the Letterhead of the Firm with full postal address, telephone nos. or fax, e-mail address etc of Team leader)

Firm is required to fill up all the blank spaces in this Bid Form.

To,

The Chief Executive Officer ,  
Gujarat Municipal Finance Board,  
Board Nigam Vistar , Sector 10/A,  
Gandhinagar – 382010

Sub: Advertisement Dated .\_\_\_\_\_ /2014-15

Dear Sir,

The complete set of RFP document, Clarification, amendments, addendum etc. for the execution of the above contract, we the undersigned offer to execute and complete whole of the said work in a schedule time limit from the date of issue of letter of Acceptance/ Work Order as given in Condition of Contract and in conformity with the above set of documents for the Financial Offer in separate sealed Envelope.

I/We agree that,

The officer in-charge will be at liberty to take any action including termination of work contract and impose at his absolute discretion any penalties and/or reject the work.

I/We undertake, if my/our bid is accepted to deliver the works in accordance with the contract for period as specified in the bid from the date of receipt of letter of acceptance issued to me/us.

I/We agree to abide by this bid for a period of (120 days) from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

We understand that we have to follow the instruction of PMTU/GMFB and their designated officers; if any during the execution of the work within the contract period.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2014.

Signature of the Firm

\_\_\_\_\_

Name of the Person

\_\_\_\_\_

In the capacity of

---

(Seal)

(Name of Firm)

Duly authorized to sign Bid for and on behalf of (fill in block capitals)

Witness Signature \_\_\_\_\_

Name :

Address :

**ANNEXURE-7**

(On the Letterhead of the Firm with full postal address, telephone nos. or fax, e-mail address etc of Team leader)

( A ) DETAILS OF KEY PERSONNEL

Name of the Chartered Accountants:

<b>Sr No</b>	<b>Name of Incumbent</b>	<b>Age</b>	<b>Professional Qualification</b>	<b>Total Experience</b>	<b>Date Since employed with the consultants</b>	<b>Training</b>	<b>Annual Salary</b>	<b>Audited Evidence for Salary</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
1								
2								
3								
4								
5								

( B ) DETAILS OF KEY PERSONNEL PROPOSED FOR THE PROJECT

Name of the Chartered Accountant:

<b>Sr No</b>	<b>Name of Incumbent</b>	<b>Age</b>	<b>Professional Qualification</b>	<b>Total Experience</b>	<b>Date Since employed with the consultant</b>	<b>Training</b>	<b>Annual Salary</b>	<b>Audited Evidence for Salary</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
1								
2								
3								
4								
5								

## **FINANCIAL BID**

(On the Letterhead of the Firm lead partner of the company full postal address, telephone nos. or fax, e-mail address etc.)

### **Rate for Implementation of Accrual Based Double Entry Accounting System in Municipalities**

<b>Class of Municipalities:</b>	<b>Rate per municipality (Rs.) Per Annum ( Inclusive of All expenses ) Without Service Tax</b>	
	<b>In Figure</b>	<b>In words</b>
1. A Class Municipalities		

Service tax at prevailing rates over and above consultancy fees will be paid separately.

---

**Name & Signatures of Authorized Person**

## FINANCIAL BID

### How to Quote Financial Bid

#### How to Quote?

1. Firm should submit the BID in separate envelope.
2. Firm is required to offer the rate for all the activities as mentioned in the scope of work and no other charges / reimbursement will be payable to firm. The work is required to be carried out for 4 classes (Class – A, B, C, & D) of municipalities.
3. However bidder has to quote the rate for 'A' Class of municipality only. Lowest rate (after due negotiation if any) for class – A municipality will be considered as base rate for financial bid; basis which the payment structure for each remaining class of municipalities shall be finalized as per the following structure:

Sr. No.	Class of Municipality	Professional Fees
1	B – Class	90% of rate decided for "A" – Class Municipality
2	C – Class	80% of rate decided for "A" – Class Municipality
3	D – Class	70% of rate decided for "A" – Class Municipality

Additionally, you will be paid service tax at prevailing rates over and above consultancy fees. Also, Tax Deducted at Source (TDS) as per Income Tax Act Apply. No any other expenditure will be paid to the firm for the execution of work by GMFB.